



# MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

## Meeting Details

Date of Meeting:	Tuesday, August 19, 2025
Commissioners present:	Ernie Moser, Jeff Hough, and Ken Bullock
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, Attorney Scott Pearson, and HR Director Matthew Phillips

## Agenda Details

AGENDA	
	Regular Business Meeting (action items)
	<b>Agenda:</b>
1	<ul style="list-style-type: none"> <li>Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)</li> </ul>
2	<ul style="list-style-type: none"> <li>Jerry Hunt – requesting to discuss a solution for the gravel trucks traveling through residential areas in the Siphon area (potential action item)</li> </ul>
3	<ul style="list-style-type: none"> <li>Daniel Kendall, Chief Building Officer, providing a monthly facilities update (potential action item)</li> </ul>
4	<ul style="list-style-type: none"> <li>Tristan Bourquin, Assistant Planning Director, requesting to discuss (1) flood plain and the Landfill, (2) furniture discussion, and (3) signature on Open Gov contract (requested 10 minutes) (potential action item)</li> </ul>
5	<ul style="list-style-type: none"> <li>Shanda Crystal, Chief Procurement Officer, requesting to discuss (1) disposal of Event Center office furniture and (2) payment of CMS Communications invoice for the YDC building (potential action item)</li> </ul>
6	<ul style="list-style-type: none"> <li>Jennifer Clark, Treasurer, requesting an Executive Session under Idaho Code §74-206(1)(a)&amp;(b) regarding personnel with potential action following adjournment of Executive Session (requested 15 minutes) (potential action item)</li> </ul>
7	<p><b>RESOLUTIONS AND ORDINANCES (action items):</b></p> <p>Resolution 2025-52 Denying Petition to Validate North Beehive Road Ext</p> <p>Resolution 2025-53 Accepting the Construction Bond for the Westfield Estates Subdivision Phase 6</p>
8	<p><b>CONSENT and CLAIMS AGENDA (action items):</b></p> <ul style="list-style-type: none"> <li>Board of Ambulance District: Invoices and Commissioner Report</li> <li>Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications</li> <li>Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&amp;(b) regarding personnel with potential action following adjournment of Executive Session</li> <li>Manual Checks</li> <li>Alcohol Licenses and Catering Permits</li> <li>Certificate of Residency Approval</li> <li>Technology Forms</li> <li>Minutes: Approval of Meeting Minutes for August 12, 2025, and Certification of Said Minutes</li> </ul>

## Meeting Notes

- 1 8:59 AM Hough called the meeting to order. Hough moved to enter into executive session under Idaho Code §§74-206(1)(d) to consider records exempt from public disclosure. The motion passed by roll call vote. 9:01 AM Hough moved to exit executive session. The motion passed. Hough reviewed the settlement request for case 20160022 for \$2,500. Moser moved to accept the offer of \$2,500 for case 20160022. The motion passed. Moser amended the motion for Commissioner Hough to sign the release of lien upon receipt. The motion passed.
  
- 2 9:03 AM Jay Christensen, Jim Severson, Public Works Director Kiel Burmester, and Assistant Director Buddy Romriell were also present. Hunt explained issues with big trucks going through residential areas near Siphon Road. Christensen reviewed the zoning history in the area. 9:05 AM A proposed route to get the gravel to the interstate was suggested which involves upgrading a bridge. The route will avoid the big trucks going through residential areas. Videos were shown of trucks hauling nonstop to West Siphon Road and the big trucks competing with residential traffic. The proposed solution will allow the company to mine gravel and avoid tragedy.  
9:12 AM Hunt shared in the last five years, there are more bikers and runners using the road, along with an increase in vehicles and horses. There are no shoulders on the road. When approaching an oncoming personal vehicle or ag vehicle, they slow down or pull over, but gravel trucks don't. School busses carry one of the most valuable cargo and the transportation director has worries. Mail delivery personnel have fears of getting hit from behind. Pictures were submitted of vehicle accidents with the semis.  
9:17 AM Hunt investigated the owner of the bridge and learned it belongs to Fort Hall. They can apply for grants to replace the bridge, but it will take two years to get the bridge replaced.  
9:19 AM Burmester reviewed that Siphon Road from Laughran Road to the bridge and out belongs to the tribe. This is a major collector road that was built for the traffic. The County's portion of Siphon Road, from Rio Vista to Laughran, is set to be paved. To improve safety, the shoulders are going to be widened. The corners at the intersection will be looked at for possible solutions to keep trucks from going into the other lane to turn. Discussion ensued on bridge replacement. The Board will discuss the urgency for bridge replacement with Fort Hall.
  
- 3 9:27 AM Kendall gave updates on projects.
  
- 4 9:35 AM Planning Director Hal Jensen and Landfill Manager Dillon Evans were also present. Bourquin gave some background information that a new owner came in seeking to build a church on property at the bottom of the Landfill. There is designated floodway and floodplain on that property and the owner is working with the office and the state floodplain coordinator in order to cross the floodway for the parking lot. As part of that, the state floodplain coordinator toured the Landfill and reviewed the stormwater pond. Some compliance issues were discovered that need resolved. A stormwater capacity assessment was completed in May and that report was submitted to the state coordinator. Options to correct the compliance issues were submitted for the packet. Bourquin recommended to schedule time with the state floodplain coordinator to discuss a path forward. A letter of map revision and engineering studies may need to be done. Questions were addressed on the ability to build on that property. The floodway designations from the 70's are questionable and correcting some floodway designations will help growth of the Landfill and the properties below it. This will affect the Weed and Mosquito storage as well.  
9:39 AM Bourquin explained that with the move of Emergency Services to SICO, new conference room equipment will be needed. Some of the conference room equipment was purchased with OEM grant funding. A list of items was put together and reviewed with IT. The total is approximately \$18,000. There is about \$10,000 remaining in the Planning budget that can be used. Klauser reviewed the remaining could be funded from contingency, or from county operations in match or litigation. A resolution will be prepared to allow the department to sign invoices up to \$8,500 from contingency.  
9:45 AM Bourquin reviewed OpenGov contract options for 12 or 36 months. There is a non-appropriations clause. Bullock moved to approve the one-year annual subscription. The motion passed.
  
- 5 9:49 AM Crystal reviewed some Event Center office furniture that is not worth anything. There are five desks, one table, and a file cabinet that are requested to be left and demolish with the building. Moser moved to leave the materials as identified in the building for destruction. The motion passed.  
9:52 AM Crystal reviewed an invoice from CMS Communications. Klauser explained the other data ports are being paid from PILT and recommended the same. Bullock so moved. The motion passed.

- 6 9:55 AM Chief Deputy Treasurer Misty Katsilometes was also present. Hough moved to enter into executive session under Idaho Code §74-206(1)(a)&(b) regarding personnel. The motion passed by roll call vote. The Board excused everyone except the Treasurer and her Chief Deputy. 10:25 AM Hough moved to exit executive session. The motion passed.
- 7 9:54 AM Hough moved to approve Resolution Numbers 2025-52 and 53. The motion passed.
- 8 9:55 AM Moser moved to approve the consent agenda. The motion passed.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved entry/exit executive session – exempt records; and settlement agreement and release of lien for case number 20160022.	Indigent
Work on Siphon Road safety improvements.	Public Works/Commission
Schedule meeting with state floodplain coordinator; approved contingency funds for conference room equipment; and approved one-year contract with OpenGov.	Planning/Resolution
Approved destruction of Event Center equipment with the building demolition and payment of CMS Communications invoice from PILT.	Procurement/Resolution/ Auditing
Approved entry/exit executive session – personnel; and consent agenda.	Clerk
Approved Resolutions 2025-52 Denying Petition to Validate North Beehive Road Ext; and 2025-53 Accepting the Construction Bond for the Westfield Estates Subdivision Phase 6.	Clerk

In the Matter of DENYING )  
PETITION TO VALIDATE )  
NORTH BEEHIVE ROAD EXT )

R.S. No. 2025-52  
August 19, 2025

### **RESOLUTION**

WHEREAS, a public hearing was held on August 12, 2025, at the hour of 11 a.m. in the chambers of the Bannock County Commissioners to consider the petition to validate North Beehive Road Extension.

WHEREAS, the Board, having considered all evidence presented and public comments at the hearing, hereby makes the following findings and conclusions:

### **APPLICABLE LAW**

1. Bannock County Commissioners are authorized by Idaho Code Title 40, Chapter 2 to validate a highway or public right-of-way as public or declare it not to be public.
2. Notification to the public, adjacent landowners, and operators of underground facilities must be made according to Idaho Code §40-203.
3. Upon completion of the proceedings, the commissioners shall determine whether validation of the highway or public right-of-way is in the public interest and shall enter an order validating the highway or public right-of-way as public or declaring it not to be public. Idaho Code §40-203A(3).

### **FINDINGS OF FACT**

1. On May 23, 2025, Applicant Eric Olsen filed, on behalf of Torgesen Murdock Investments, LLC, an application to validate "Historic Extension North Beehive Road" pursuant to Idaho Code §40-203A(1)(a), in that doubt exists as to the legal establishment or evidence of establishment of the public right-of-way.
2. The location of Beehive Road is within and under the jurisdiction of Bannock County, Idaho.
3. Notification of the public hearing to adjoining property owners and underground utilities was made via certified mail, and the public hearing notice was published on July 5, July 19, and Aug 9, 2025.
4. The public hearing was held on August 12, 2025.
5. There is question of the existence of a public right of way from the end of the paved Beehive Road to a parcel belonging to Torgesen Murdock Investments, LLC, and running through a parcel belonging to Slagle Joint Revocable Trust and a parcel belonging to Ben Lyon.

6. The specific section that is subject to the validation petition has not been maintained by the Public Works Department or with public funds.

**CONCLUSIONS OF LAW**

Validation of Beehive Road beyond the pavement is not in the public interest, pursuant to Idaho Code §40-203A(3).

**ORDER**

**NOW, THEREFORE, BE IT RESOLVED** that, based on the foregoing Findings of Fact and Conclusions of Law, pursuant to Idaho Code Title 40, Chapter 2, that the above mentioned road is declared not to be a public right-of-way and the petition is denied.

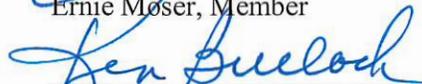
**\*\*Appeal Rights\*\***

Pursuant to Idaho Code § 40-203A(4), any resident or property holder within a county or highway district system, including the state of Idaho or any of its subdivisions, or any agency of the federal government, may appeal to the district court of the county in which the highway or public right-of-way is located pursuant to section 40-208, Idaho Code.

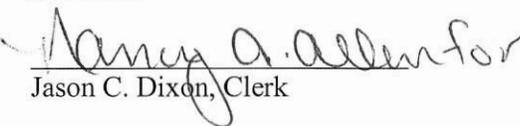
BOARD OF BANNOCK COUNTY COMMISSIONERS

  
\_\_\_\_\_  
Jeff Hough, Chair

  
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Ernie Moser, Member

  
\_\_\_\_\_  
Ken Bullock, Member

ATTEST:

  
\_\_\_\_\_  
Jason C. Dixon, Clerk

In the Matter of ACCEPTING THE )  
CONSTRUCTION BOND FOR THE )  
WESTFIELD ESTATES SUBDIVISION PHASE 6)

R.S. 2025-53  
August 19, 2025

**RESOLUTION**

WHEREAS, Rio Vista Land, LLC, has proposed a subdivision of 13 residential dwelling lots with a proposed name of Westfield Estates Subdivision Phase 6; and

WHEREAS, pursuant to Bannock County Subdivision Ordinance 1997-4, Section 304.C, a developer may post a bond with the County sufficient to complete unfinished improvements in order to record the approved plat before improvements are completed; and

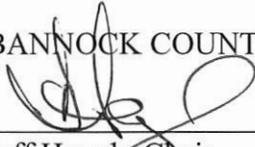
WHEREAS, Dannis Adamson, Member, submitted a signed Agreement to Complete Work with a performance bond via a Letter of Credit in the amount of \$2,000, an amount of 120% of the estimated improvements for monuments, and a date of October 31, 2025, to have the work completed; and

WHEREAS, Dannis Adamson, Member, submitted a signed Agreement to Complete Work with a performance bond via a Letter of Credit in the amount of \$271,472, an amount of 110% of the estimated improvements, and a date of October 31, 2025, to have the work completed; and

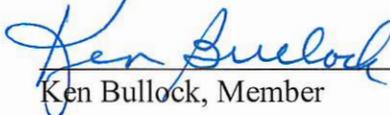
WHEREAS, the Board of Bannock County Commissioners reviewed said proposal, agreement, and final plat on August 12, 2025.

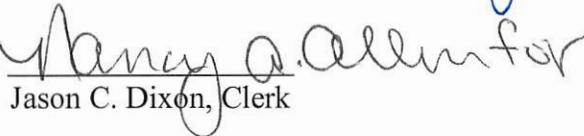
NOW, THEREFORE, BE IT RESOLVED that the agreements and bonds are accepted for Westfield Estates Subdivision Phase 6, thereby allowing the approved plat to be recorded, and that the bonds be released pursuant to Ordinance 1997-4, Section 304.C.

BANNOCK COUNTY COMMISSIONERS

  
\_\_\_\_\_  
Jeff Hough, Chair

  
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Ernie Moser, Member

  
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Ken Bullock, Member

Attest:   
Jason C. Dixon, Clerk

**BOARD OF BANNOCK COUNTY COMMISSIONERS  
MINUTES CERTIFICATION**

We, the Board of Bannock County Commissioners, hereby certify approval of the minutes of the Bannock County Commissioners' meetings inclusive of the date(s) of August 12, 2025, as approved during the meeting of August 19, 2025.

BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair

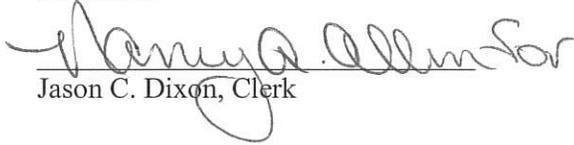


Ernie Moser, Member



Ken Bullock, Member

ATTEST:



Jason C. Dixon, Clerk