



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, August 21, 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,

Agenda Details

AGENDA	
	Regular Business Meeting (action items) Agenda:
1	BOARD OF AMBULANCE DISTRICT <ul style="list-style-type: none"> Autumn Baker, Ambulance Executive Assistant, requesting authorization to execute a capital purchase for a Zoll Z-Vent transport ventilator (requested 10 minutes) (action item)
2	BOARD OF COUNTY COMMISSIONERS <ul style="list-style-type: none"> Melissa Hartman, Veteran's Services, seeking (1) to provide a Veteran's Services update, and (2) approval of and signature on an Application for Parade/Motorcade Permit and a Certificate of Liability Insurance with the City of Pocatello (requested 10 minutes) (action item)
3	<ul style="list-style-type: none"> Fair Board discussion pertaining to (1) Bannock County Fair recap, (2) facilities fees and activities, and (3) request to dispose of assets (requested 15 minutes) (action item)
4	<ul style="list-style-type: none"> Tristan Bourquin, Assistant Planning Director, providing an update on the rewrite of the Land Use and Development Ordinance (requested 10 minutes) (action item)
5	<ul style="list-style-type: none"> Kristi Klauser, Comptroller, request to discuss (1) IT budget and potential overage of up to \$15,000; and (2) FY25 audit this may require executive session under Idaho Code §74-206(1)(e) to consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations with potential action following adjournment of executive session (requested 10 minutes) (action item)
6	Claims Agenda: <ul style="list-style-type: none"> Board of Ambulance District: Invoices and Commissioner Report Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session Payroll Report Alcohol Licenses and Permits Certificate of Residency Approval Mileage Reimbursement Requests Technology Request Form Memorandum Authorization for Accounts Payable Cardholder User Agreement and Authorization
7	Bid Opening for Request for Proposal for Janitorial Services (action items)

Meeting Notes

- 1 8:59 AM Hough called the meeting to order. Moser moved to accept the amended agenda and enter into the Ambulance District. The motion passed.
Dean Bullock also appeared and reviewed the request to purchase a ventilator for the new ambulance and expressed this will keep within budget constraints. Moser moved to approve the ventilator purchase. The motion passed. Moser moved to exit the Board of Ambulance. The motion passed.
- 2 9:02 AM Hartman requested signature for the parade permit for the 9/11 event. Moser moved to approve the agreement and parade application. The motion passed.
- 3 9:07 AM Alex Hauser, D'Lyn Moser Evans, Cody Miller, Nikki Ennis, and Jamie Pehrson appeared. Evans reviewed the fair saw the largest attendance since she's been there, and ran smoothly. Ennis reported this was the biggest year for 4-H, and the sale was the best in area. Miller reported the sale went well. Pehrson reported all sales were up and she received on-the-spot sponsors. Hauser reported that it was a long week, the stands were full, and the feedback was good. There was a lot of competition with other events.
9:16 AM Facilities Director Dan Kendall would like to add sidewalks, continue improvement and maintenance of the new building. Discussion ensued on ADA access, IFFT grant, baseball field, rental aspects, fees, insurance, deposits, waiver, key fobs, and responsibility for contracts.
9:35 AM Storage containers and mowing were discussed.
9:38 AM Items for disposal were reviewed. Bullock moved to dispose of items listed. The motion passed.
- 4 9:40 AM Subdivision Planner Alise Foster also appeared. Bourquin explained the overall project intention is to combine all eight ordinances into one to provide clarity, remove redundancy, and modernization. A consolidated draft was sent for feedback. Public outreach and workshops will be conducted. Open space will only be in areas with wildlife habitat or ag. Discussion ensued on energy needs, provisions for an ordinance, and keeping the ordinance separate for energy.
- 5 9:49 AM Chief Technical Officer Adam McKinney also appeared. With additional purchases for the new buildings, the IT budget will potentially be over. Klauser recommended to allocate contingency for overages. McKinney reviewed price changes and new building equipment were not anticipated. Moser moved to allow up to \$15,000 for potential IT overages from contingency. The motion passed.
10:03 AM Hough moved to enter into executive session under Idaho Code §74-206(1)(e) to consider preliminary negotiations involving matters of trade or commerce. The motion passed by roll call vote.
10:11 AM Hough moved to exit executive session. The motion passed. Hough reviewed that auditing services were discussed. Bullock moved to invite a letter of engagement from Deaton and Co. to audit FY2025. The motion passed.
- 6 9:53 AM Bullock moved to approve the items on the consent agenda. The motion passed.
- 7 10:00 AM Procurement Officer Shanda Crystal appeared. Hough reviewed the janitorial services request for proposals and addendums. Crystal unsealed the submissions. Hough reviewed the four submissions from:
Boatman and Sons Cleaning
JPC Janitorial
Night Owl Janitorial
Nucleane LLC
An evaluation group has been put together. Bullock moved to accept the proposals for review. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved amended agenda.	Clerk
Approved entry/exit Ambulance District and ventilator purchase.	Ambulance

Approved parade permit application for 9/11 ceremony.	Veterans
Approved disposal of assets.	Fairgrounds/Resolution
Approved up to \$15,000 from contingency for IT budget overages.	Auditing/IT/Resolution
Approved invitation to Deaton and Co. to submit engagement letter for audit.	Auditing
Approved consent agenda.	Clerk
Accepted proposals for review for janitorial services from: Boatman and Sons Cleaning, JPC Janitorial, Night Owl Janitorial, and Nucleane LLC.	Procurement