



# MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

## Meeting Details

Date of Meeting:	Tuesday, September 2, 2025
Commissioners present:	Jeff Hough and Ken Bullock
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	Ernie Moser
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>Matt Olsen, Juvenile Probation Director, requesting an exceptional step placement for the candidate that was offered the Juvenile Probation Officer position, potential Executive Session under Idaho Code §74-206(1)(a)&amp;(b) regarding personnel with potential action following Executive Session (requested 10 minutes) (action item)</li> </ul>
3	<ul style="list-style-type: none"> <li>Daniel Kendall, Buildings and Grounds, requesting to purchase a Pioneer 520 snowplow in Fiscal Year 2025 (requested 5 minutes) (action item)</li> </ul>
4	<ul style="list-style-type: none"> <li>Shanda Crystal, Procurement, seeking to (1) discuss a recommendation to award the Janitorial Services Request for Proposal and, (2) provide a procurement update (requested 5 minutes) (action item)</li> </ul>
5	<ul style="list-style-type: none"> <li>Approval of Proposed and Increased Fees as presented during the Public Hearing on August 26, 2025 (action item)</li> </ul>
6	<b>RESOLUTIONS AND ORDINANCES (action items):</b> Resolution No. 2025-56 Approving August 2025 Salaries Resolution No. 2025-57 Approving August 2025 Alcohol Licenses Ordinance 2025-05 Amendment No. 71 to Zoning Ordinance No. 1998-1
7	<b>LETTERS AND NOTICES (action items):</b> Public Hearing Notices Notice of Sale of Bannock County Real Property
8	<b>SIGNATURE ONLY (action items):</b> Independent Contractor Agreement: Counseling Treatment, Charting and Related Services
9	<b>CONSENT AGENDA (action items):</b> <ul style="list-style-type: none"> <li>Manual Checks</li> <li>Alcohol Licenses and Catering Permits</li> <li>Certificate of Residency Approval</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>Volunteer Agreement</li> <li>Technology Forms</li> <li>Minutes:</li> </ul>

## Meeting Notes

- 1 8:59 AM Hough called the meeting to order. Community Resources and Advocacy Director Shantal Laulu presented a cremation application for case number 20250050 and one release of lien. Hough moved to approve case number 20250050 and a release of lien for case 20000094. The motion passed.
- 2 9:07 AM Chief Probation Officer Todd Mauger also appeared. Olsen reviewed justifications for an exceptional placement request. Bullock moved to accept the recommendation to rehire an individual with exceptional placement. The motion passed.
- 3 9:01 AM Assistant Public Works Director Buddy Romriell also appeared. Kendall requested a reallocation of funds to purchase an ATV with an enclosure and snow plow. Romriell reviewed the machine, accessories, and estimated costs of \$18,000. Bullock moved to approve up to \$18,000 from the current budget. The motion passed.
- 4 9:12 AM Crystal will reschedule the award recommendation. Updates were given on procurement projects.
- 5 9:22 AM Hough moved to approve the fees from the August 26 public hearing. The motion passed.
- 6 Bullock moved to approve the Resolutions 2025-56 and 57 and Ordinance 2025-05. The motion passed.
- 7 9:23 AM Hough moved to approve the public hearing notices for the areas of city impact and the notice of sale of tax deed properties. The motion passed.
- 8 9:26 AM Hough moved to approve the agreement. The motion passed.
- 9 9:27 AM Bullock moved to approve the items in the consent agenda. The motion passed.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved cremation assistance for case number 20250050 and a release of lien for case 20000094.	Indigent
Approved exceptional placement rehire.	Juvenile
Approved reallocating up to \$18,000 for ATV for snow removal.	Maintenance
Approved FY26 fee changes.	Resolution
Approved Resolutions 2025-56 Approving August 2025 Salaries and 2025-57 Approving August 2025 Alcohol Licenses; and Ordinance 2025-05 Amendment No. 71 to Zoning Ordinance No. 1998-1.	Clerk
Approved publication of public hearing notices for areas of city impact and tax deed sale.	Clerk/Commission/Planning
Approved counsellor IC agreement.	D6
Approved consent agenda.	Clerk

In the Matter of APPROVING )  
AUGUST 2025 SALARIES )

R.S. No. 2025-56  
September 2, 2025

**RESOLUTION**

WHEREAS, salary approval forms, for the month of August 2025, have been submitted for approval by the Board of County Commissioners;

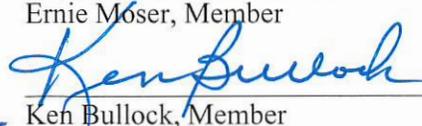
NOW, THEREFORE, BE IT RESOLVED that the following salaries are approved by the Board:

<b>Date Approved</b>	<b>Name – Reason for Change Department – Position</b>	<b>Salary &amp; Effective Date</b>
06/17/2025 (AMEND)	Devin Johannsen – Completed intro period and POST Jail – Deputy Detention Division	\$23.52/hr 07/29/2025
08/05/2025	David Heaven – Replacing Warren Price D6 Treatment – Treatment Counselor	\$25.78/hr 08/18/2025
08/07/2025	Breanna Allen – Intern Juvenile Justice – Intern	Unpaid 08/24/2025
	Leonard Alo – Temp Event Center – Security Level 1 - Temp	\$15.00/hr 08/14/2025
	Barbara Nelson – Temp Event Center – Security Level 1 - Temp	\$15.00/hr 08/14/2025
08/12/2025	Lori Bishard – Temp Event Center – Event Staff – Temp	\$15.00/hr 08/01/2025
08/19/2025	Jeri Sinclair-Frey – Intern Juvenile Justice/The Village - Intern	Unpaid 09/01/2025
	Charmaine Lowe – Intern Juvenile Justice/The Village – Intern	Unpaid 09/01/2025
	Gabriela Torres – Intern Juvenile Justice/The Village – Intern	Unpaid 09/01/2025
	Destini Stark – Intern Juvenile Justice/The Village – Intern	Unpaid 09/01/2025
	Danielle Huerta – Replacing Jessica Morgan GIS – GIS Analyst II	\$27.61/hr 08/25/2025
08/26/2025	Hayley Turner – Replacing Jennifer Collaer Juvenile Justice – Restorative Conference Coordinator Prevention Specialist PT	\$19.68/hr 09/02/2025

BOARD OF BANNOCK COUNTY COMMISSIONERS

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

Ernie Moser, Member

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

ATTEST:

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

**RESOLUTION**

WHEREAS, in the month of August 2025, the following applied for the following licenses and have been issued permits by the District Health Department and do not have any disqualifications;

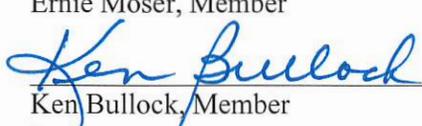
NOW, THEREFORE, BE IT RESOLVED that the following applications for licenses/permits be approved.

<b>DATE APPROVED</b>	<b>LIC #</b>	<b>TOTAL</b>	<b>OWNER/APPLICANT</b>	<b>DBA/Event</b>
08/05/2025	ABW2025-010	\$20.00	Leticia Tellaz & Jesus Garcia	Wedding
	ACP2025-011	\$40.00	Goody's Deli	Wedding

BOARD OF BANNOCK COUNTY COMMISSIONERS

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

Ernie Moser, Member

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

ATTEST:

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



## COUNTY ORDINANCE 2025-05

### Bannock County, Idaho

Amendment No. 71 to Zoning Ordinance No. 1998-1

AN ORDINANCE AMENDING ORDINANCE NO. 1998-1, AMENDING THE ZONING DISTRICT DESIGNATION OF APPROXIMATELY 6.75 ACRES OF PROPERTY LOCATED AT 11578 N. PHILBIN ROAD, POCATELLO, IDAHO, FROM AGRICULTURAL TO RESIDENTIAL SUBURBAN.

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF BANNOCK COUNTY, IDAHO:

#### SECTION 1:

That Appendix A of Ordinance 1998-1, the Official Zoning Map of unincorporated Bannock County be amended to reflect the following:

Change zoning district boundary from AGRICULTURAL to RESIDENTIAL SUBURBAN for a portion of land consisting of approximately 6.75 acres, and belonging to Bryan Moon which is depicted on the map below and identified as tax parcel RPRRMNL000500.



#### SECTION 2: REPEALING CLAUSE

All other ordinances and parts of ordinances in conflict herewith shall be, and the same hereby repealed, including the Comprehensive Plan.

#### SECTION 3: SEVERABILITY:

If any word, phrase, section, subsection, provision, clause or paragraph of this ordinance shall be

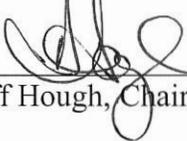
adjudged or declared by any court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect the validity of the remaining portions of the Ordinance and it is hereby expressly declared that every other word, phrase, section, subsection, provision, clause or paragraph of the Ordinance enacted, regardless of the enactment or validity of the portion thereof declared to be unconstitutional or invalid, is valid.

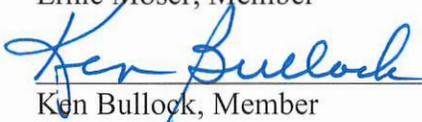
**SECTION 4: EFFECTIVE DATE:**

This ordinance shall be in full force and effect upon its passage, approval, and publication.

Adopted this 2nd day of September, 2025.

BOARD OF BANNOCK COUNTY COMMISSIONERS

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

Ernie Moser, Member  
  
\_\_\_\_\_  
Ken Bullock, Member

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

**PUBLIC NOTICE OF BANNOCK COUNTY ORDINANCE ADOPTION**

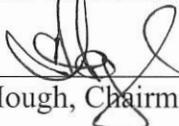
The Board of Commissioners of Bannock County, Idaho, hereby gives notice of the adoption of Ordinance 2025-05. A summary of the Ordinance includes:

AN ORDINANCE AMENDING ORDINANCE NO. 1998-1, AMENDING THE ZONING DISTRICT DESIGNATION OF APPROXIMATELY 6.75 ACRES OF PROPERTY LOCATED AT 11578 N. PHILBIN ROAD, POCA TELLO, IDAHO, FROM AGRICULTURAL TO RESIDENTIAL SUBURBAN.

The land is owned by Bryan Moon and identified as tax parcel RPRRMNL000500.

The full text of this Ordinance is available in the office of the Bannock County Clerk, 624 E. Center Street, Pocatello, Idaho, Mon-Fri from 8 am – 5 pm.

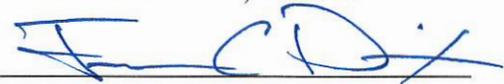
BOARD OF BANNOCK COUNTY COMMISSIONERS

  
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Ernie Moser, Member  
  
\_\_\_\_\_  
Ken Bullock, Member

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

This is a true and complete summary of Ordinance 2025-05 and provides adequate notice to the public.

JASON C. DIXON, CLERK  
  
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Publication Date: Sept 6, 2025