



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, September 4, 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 Jon Radford, and HR Director Matthew Phillips

Agenda Details

AGENDA	
	Regular Business and Claims Meeting (action items)
	Work Session Agenda:
1	<ul style="list-style-type: none"> Jamie Pehrson, Fair Board Coordinator, requesting to discuss (1) waived or reduced fees for Marsh Valley High School football bleacher rental and (2) waived or reduced fees for Arimo community bleacher rental (requested 10 minutes) (action item)
2	<ul style="list-style-type: none"> Dillon Evans, Solid Waste, providing a Landfill update (potential action item)
3	<ul style="list-style-type: none"> Anita Hymas, Assessor, seeking signature on Tax Cancellation Requests (requested 5 minutes) (action item)
4	<ul style="list-style-type: none"> Shanda Crystal, Procurement, seeking to discuss a recommendation to award the Janitorial Services Request for Proposal (requested 5 minutes) (action item)
5	<ul style="list-style-type: none"> Kristi Klauser, Auditing, requesting a signature on County L2s that are due 9/4/2025 (requested 5 minutes) (action item)
6	<ul style="list-style-type: none"> Buddy Romriell, Public Works, requesting an Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following Executive Session (requested 10 minutes) (action item)
7	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
8	Bid Opening Landfill Entrance Construction Invitation to Bid (action items)

Meeting Notes

- 1 8:59 AM Hough called the meeting to order. Fairground Maintenance Alex Hauser and Kent Howell with Marsh Valley High School were also present. Pehrson reviewed the bleacher fee waiver request for Marsh Valley High School. Howell reviewed the budget constraints and bleacher use. Bullock moved to approve the fee waiver. The motion passed.
9:03 AM Bill Jons appeared. Pehrson reviewed the bleacher use last year and the request for one day use of all three sets of bleachers in December. Hough moved to approve the rental for the community nativity. The motion passed.
- 2 9:07 AM Evans gave updates on Landfill operations. Discussion ensued on demolition of the mall.
- 3 9:13 AM Hymas reviewed the tax cancellations are on properties the city purchased. Bullock moved to accept the recommendation of the Assessor to cancel taxes for the parcels. The motion passed.
- 4 9:16 AM Crystal requested to continue the discussion to ensure the bidder did not miss something as the bid was quite a bit lower than the other bid. Discussion will resume at the 10 am meeting.
10:05 AM Crystal relayed the contractor has not responded. The matter will be pushed to next week.
- 5 9:15 AM Klauser reviewed L2s. Hough moved to approve the L2s. the motion passed.
- 6 9:22 AM Hough moved to enter into executive session under Idaho Code §74-206(1)(a)&(b) regarding personnel. The motion passed by roll call vote. 9:32 AM Hough moved to exit executive session. The motion passed. Discussion included changing pay and not filling a position to facilitate that increase. Bullock moved to approve the salary adjustment for FY2026. The motion passed.
- 7 9:19 AM Klauser reviewed an invoice for fiber to the YDC from Direct Communications. Bullock moved to approve adding the invoice to the claims from PILT and to approve the claims agenda. The motion passed.
- 8 10:00 AM Procurement Officer Shanda Crystal appeared. Hough reviewed the solicitation requirements. Crystal unsealed the six bids. Hough read bids from:
Alpine Construction Management LLC for \$5,782,100
Engineering Structures for \$4,072,334
Gale Lim Construction for \$4,141,900
RS jobber Inc for \$3,426,743.60
Sloan Security Group for \$187,690.75
Whitaker Construction Company for \$4,352,508
Bullock moved to accept the bids and take them under advisement. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved fee waiver for bleacher rental for Marsh Valley School and approved bleacher rental for community nativity.	Fairgrounds
Approved tax cancellation requests.	Assessor/Treasurer/ Resolution
Janitorial bid award rescheduled to next week.	Procurement
Approved L2s.	Auditing
Approved entry/exit executive session and salary adjustment.	Public Works/Clerk
Approved claims agenda.	Clerk
Accepted bids for review for Landfill entrance project from Alpine Construction Management LLC, Engineering Structures, Gale Lim Construction, RS jobber Inc, Sloan Security Group, and Whitaker Construction Company.	Procurement