



# MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

## Meeting Details

Date of Meeting:	Thursday, September 11, 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 and HR Director Matthew Phillips

## Agenda Details

AGENDA	
	Regular Business and Claims Meeting (action items)
	<b>Work Session Agenda:</b>
1	<ul style="list-style-type: none"> <li>Charity Staggs, SICOG, requesting acceptance of the Good Neighbor Authority Award from the U.S. Department of Interior (requested 5 minutes) (action item)</li> </ul>
2	<ul style="list-style-type: none"> <li>Discussion pertaining to property taxes and Tax Deed on parcel number RPRPSTC000300 (requested 10 minutes) (action item)</li> </ul>
3	<ul style="list-style-type: none"> <li>Daniel Kendall, Buildings and Grounds, seeking to discuss a service road at the new YDC location (requested 5 minutes) (action item)</li> </ul>
4	<ul style="list-style-type: none"> <li>Wes Jones, Emergency Management, providing an Emergency Management update</li> </ul>
5	<ul style="list-style-type: none"> <li>Kiel Burmester, Public Works, providing a monthly Public Works update</li> </ul>
6	<ul style="list-style-type: none"> <li>Reading of the Patriot's Day Proclamation (action item)</li> </ul>
7	<ul style="list-style-type: none"> <li>Budget Discussion (requested 5 minutes) (action item)</li> </ul>
8	<ul style="list-style-type: none"> <li>Emma Iannacone, Public Information, requesting a potential Executive Session under Idaho Code §74-206(1)(a)&amp;(b) regarding personnel with potential action following adjournment of Executive Session (requested 5 minutes) (action item)</li> </ul>
9	<ul style="list-style-type: none"> <li>Executive Session under Idaho Code §§74-206(1)(a)(b)&amp;(f) regarding personnel and potential litigation with potential action following the adjournment of Executive Session (requested 10 minutes) (action item)</li> </ul>
10	<b>Claims Agenda:</b> <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>Payroll Report</li> <li>Alcohol Licenses and Permits</li> <li>Certificate of Residency Approval</li> <li>Mileage Reimbursement Requests</li> <li>Technology Request Form</li> <li>Memorandum Authorization for Accounts Payable</li> <li>Cardholder User Agreement and Authorization</li> </ul>

## Meeting Notes

- 1** 8:59 AM Hough called the meeting to order and requested to take a moment to recognize the tragedy of 9/11 and the recent tragedies with a moment of silence.  
9:01 AM Emergency Management Director Wes Jones also appeared. Staggs reviewed the grant application was for \$400,000 and the grantor adjusted the award for funding purposes and to give the County some indirect costs. The award was \$250,000 initially to get the funds out and the current award is the remaining that was applied for. Moser moved to approve the award. The motion passed.
- 2** 9:42 AM Chief Deputy Treasurer Misty Katsilometes reviewed that parcel RPRPSTC000300 was given a 30-day extension at the tax deed hearing to pay the 2021 taxes. That was not fulfilled. She reached out to the owner to no avail, but the owner contacted the BOCC staff. Hough proposed an extension to October 1 for the owner's loan and if not received, take tax deed. Moser disagreed as the owner was given two extensions and has not shown up today. Bullock moved to take tax deed on October 1 if not paid. The motion passed.  
9:47 AM Hough exited.
- 3** 9:48 AM Kendall reviewed issues with the parking lot going into the YDC. The dirt lane next to the building on one side creates a dust storm. He recommended paving a service road that attaches to Fairgrounds Road. Moser relayed the project is under budget and Public Works will be paving Fairgrounds Road soon. It would be a worthwhile project. Kendall will move forward. Discussion ensued on internet quality at the Downey Fairgrounds.
- 4** 9:55 AM Jones reported the Department completed the move to SICOG on September 1. Updates were given on the burn ban expiration on October 1, McCammon boil order notifications, preparedness fairs, CWPP document, fire detection cameras, HAM radios, and training/drill exercises.
- 5** 10:16 AM Burmester gave updates on the fuel system upgrade, generators, paving, path and turn lane for the Event Center, road paint, flash flooding in Inkom, incorrect culvert size, bridge near Inman and Jackson Creek, Philbin Road paving and roads in the reservation, bids, storage building, space for departments and voting equipment, traffic light issues, and mosquito spraying.
- 6** 10:11 AM Melissa Hartman appeared and read the Patriot's Day Proclamation. The annual ceremony is at 5:30 pm. Moser moved to approve the proclamation. The motion passed.
- 7** 9:37 AM Bullock explained he has worked with the Comptroller to identify funding to mitigate the immediate effects of those affected since the FY26 budget was passed. They identified \$91,000 of undisbursed funds to help with immediate needs of some of the charities and non-profits. He pointed out these payments have been discretionary and the entities will need to invoice these amounts before the end of the fiscal year. Moser read the notation that this is not intended to be ongoing and the proposed payments from the FY2025 budget include: Mother Infant Care \$10,000, Pocatello Free Clinic \$10,000, Senior Center \$10,000, South Bannock County Historical Museum \$6,000, Portneuf Valley Economic Development \$20,000, Aid for Friends \$30,000, and Health West \$5,000. coming out of 2025 budget of county operations. Dixon reported the entities need to invoice by the 22<sup>nd</sup>. Bullock moved that the payments identified be issued as soon as possible. The motion passed.
- 8** 9:02 AM Hough moved to enter into executive session under Idaho Code §74-206(1)(a)&(b) regarding personnel and (f) regarding potential litigation. The motion passed by roll call vote.
- 9** 9:37 AM Hough moved to exit executive session. The motion passed.
- 10** Moser reviewed the claims agenda included Commission Report, claims, and alcohol licenses. Bullock moved to approve the claims agenda. The motion passed.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved Good Neighbor Authority award for fuels reduction projects.	OEM
Approved filing tax deed paperwork on October 1 for parcel RPRPSTC000300 if delinquent taxes not paid.	Treasurer/Resolution
Move forward to pave service road near YDC and fix internet in Downey.	Facilities/Public Works
Approved Patriot's Day Proclamation.	Veterans
Approved payments to proposed non-profits up to \$91,000 upon receipt of invoice before end of fiscal year.	Auditing
Approved entry/exit executive session – personnel and potential litigation.	Clerk
Approved claims agenda.	Clerk