



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, September 18, 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, 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"> Tammy Harman, seeking to discuss a donation of a park bench for the Portneuf Wellness Complex (requested 15 minutes) (action item)
2	<ul style="list-style-type: none"> Anita Hymas, Assessor, regarding signature on Tax Cancellation Request (requested 5 minutes) (action item)
3	<ul style="list-style-type: none"> Matt Olsen, Juvenile Justice, seeking approval to dispose (1) items that have been offered to County Departments and not claimed, and (2) documents as listed (requested 10 minutes) (action item)
4	<ul style="list-style-type: none"> Daniel Kendall, Chief Building Officer, providing a monthly facilities update
5	<ul style="list-style-type: none"> Kristi Klauser, Auditing, requesting to discuss access controls/fobs and keypads for Exhibit Hall (requested 10 minutes) (action item)
6	<ul style="list-style-type: none"> Shanda Crystal, Procurement, regarding (1) a discussion pertaining to bids received for the Landfill Entrance Construction ITB, (2) potential signature on contract with Boatman and Sons Cleaning for Janitorial Services, and (3) provide a procurement update (requested 10 minutes) (action items)
7	<ul style="list-style-type: none"> Kristi Davenport, Commission Office, requesting a discussion pertaining to the Bannock County History Book sets (requested 5 minutes) (action item)
8	<ul style="list-style-type: none"> Discussion regarding Juneteenth (requested 5 minutes) (action item)
9	<ul style="list-style-type: none"> Discussion pertaining to a master plan for the Event Center (requested 10 minutes) (action item)
10	<ul style="list-style-type: none"> Signature on FY26 Annual Law Enforcement Agreements with south County cities (action items)
11	<ul style="list-style-type: none"> (AMENDED to include) Signature on a Passthrough Funds Recipient Agreement with the Department of Juvenile Corrections (action item)
12	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

	<ul style="list-style-type: none"> • Cardholder User Agreement and Authorization
13	Bid Opening for Winter Road Salt Invitation to Bid (action item)
14	State Flood Plain Meeting (potential action) (<i>NOTE: This meeting will be held at the Bannock County Landfill – 1500 N. Fort Hall Mine Road, Pocatello, Idaho</i>)
15	Work Session for Energy Ordinance (potential action item)

Meeting Notes

- 1 9:29 AM Hough called the meeting to order and reviewed an amendment. Bullock moved to approve the updated agenda. The motion passed.
9:30 AM Stephanie Harman also appeared. Tammy Harman reviewed the proposal to donate a park bench, possibly two, in honor of her husband. She suggested the northeast side of the complex. Discussion ensued on the size of the concrete pad. Business Manager and Event Director Scott Crowther joined the meeting. The location will need determined. Donating a tree was questioned. Moser moved to give permission to work with Crowther for a location of the donated bench and tree. The motion passed.
- 2 9:37 AM Hymas appeared for a tax cancellation request. Hough moved to approve the tax cancellation. The motion passed.
- 3 9:37 AM Dan Montgomery, Assistant Chief JPO, also appeared. Olsen reviewed in transitioning for the location move, they are finding property that has not been used. Records for disposal were also reviewed. Moser moved to approve disposal of the items. The motion passed.
- 4 9:42 AM Kendall gave updates on ag extension, OEM move to SICOG, boiler, YDC move, exhibit building, and wall at the Juvenile Center. Hough mentioned the internet at the YDC has issues.
- 5 9:48 AM Klauser shared the request to add access controls/fobs to the new exhibit hall and questioned how many, the timeframe, and funding. Moser explained they are looking into options, such as a keypad with code expiration.
- 6 9:50 AM Landfill Manager Dillon Evans also appeared. Crystal reviewed that bids were received and reviewed. Crystal recommended to disqualify two bidders. The bid for Sloan Security Group stood out. They only put in a bid for fencing. They did not submit all the requirements. RS Jobber also missed a required item, so the bid was not complete. Moser moved to eliminate bids that were not complete. The motion passed. Crystal explained she will reach out to the apparent low bidder for additional documentation.
9:54 AM Crystal presented a contract with Boatman and Sons for the janitorial services bid. Bullock moved to approve the agreement. The motion passed.
9:54 AM Crystal gave updates on procurement projects.
- 7 9:56 AM Davenport explained the owner of Gate City Coffee has offered to take some of Bannock County History books and sell them on consignment. The Board agreed and instructed to set up a control system.
- 8 10:23 AM Bullock reviewed difficulties experienced by departments working on Juneteenth and moved to add the holiday to the personnel policy. The motion passed.
- 9 10:03 AM Business Manager/Event Director Scott Crowther and Procurement Officer Shanda Crystal appeared. Hough discussed creating a master plan and putting out for qualifications for a study and design that will spell out phases and options on where to head with the facility. Crystal will seek firms that have worked with multiuse facilities. Community engagement will be sought. A scope for intent of the study will include incorporate our assets with the cities and community to work in tandem with another. Raul Cano with the Auditorium District disclosed the District hired a firm from Chicago for a feasibility study that was \$60,000. Hough moved to approve going forward with the RFQ to find a firm. Bullock added the

need to address parking and the flow. Discussion ensued on an ordinance to address illegal parking. The motion passed.

- 10 10:25 AM Moser moved to approve the agreements. The motion passed.
- 11 9:39 AM Olsen reviewed that state funding has been passed through for years. This is the first year this agreement has been requested. Moser moved to approve the pass-through agreement. The motion passed.
- 12 10:25 AM Klauser reviewed a personal vehicle reimbursement request for past travel. Bullock moved to approve the claims agenda. The motion passed.
- 13 10:00 AM Procurement Officer Shanda Crystal appeared for the bid opening for road salt. Hough reviewed the solicitation information. Crystal unsealed two bids. Hough reviewed bids from:

Compass Minerals	Specialty Construction Supply
Deliver to:	Deliver to:
Road & Bridge \$48.48/ton	Road & Bridge \$46.29/ton
Virginia \$48.48/ton	Virginia \$46.29/ton
Philbin \$48.48/ton	Philbin \$46.29/ton
No delivery \$35/ton	No delivery \$32/ton

Moser moved to accept the bids for review. The motion passed.

- 14 The Board met at the Landfill with Peter Jackson, State Floodplain Manager. Also present were Clerk Jason Dixon, Deputy Clerk Nancy Allen, Planning Director Hal Jensen, Assistant Planning Director Tristan Bourquin, Subdivision Planner Alisse Foster, Landfill Manager Dillon Evans, and Management Assistant Aubri Lewis.
Discussion ensued on floodplain issues that came to light due to a downstream parcel's development plans. Jackson reported the discrepancy between the flow values used by CDM Smith and those adopted by FEMA, noting that the FEMA flow is about 10 times greater. Jackson suggested submitting a new study to FEMA to adopt a lower flow, which would align more closely with CDM Smith's numbers. Remapping the creek and redesigning it to equalize flows would require a state stream channel permit. A berm could be placed along the creek to increase capacity.
Jackson reported this is an unusual case, as FEMA typically does not place floodways on alluvial fans, and an updated study would be needed to clear up the issue. A study to assess current conditions would need to be completed and then submitted to FEMA for review and approval seeking a letter of map revision. Jackson advised moving hazardous materials out of the floodplain to prevent contamination in case of a major storm.
Discussion ensued on the County seeking to reduce the freeboard standard from two feet to one foot. Bourquin will work on a scope and reach out to CDM Smith to conduct the study to submit to FEMA.
- 15 1:00 PM Assistant Planning Director Tristan Bourquin and Planning Director Hal Jensen appeared. Bourquin reviewed issues of having multiple ordinances with some of the same information. To provide clarity and conciseness, it was proposed to have a chapter for alternative energy in the land use ordinance. Survey questions have been sent out, and the public open houses will have a separate table for alternative energy. Discussion ensued on decommissioning, regulations, nuclear energy, and lack of clarity and conciseness in ordinances.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved amended agenda.	Clerk
Approved bench and tree donation with location to be determined.	Parks and Rec
Approved tax cancellation request.	Assessor/Treasurer/Resolution
Approved disposal of surplus assets and destruction of records.	Juvenile
Approved Passthrough Funds Recipient Agreement with Department of Juvenile Corrections.	Juvenile
Disqualified two bids for landfill entrance project.	Procurement

Approved contract with Boatman and Sons to provide janitorial services for \$118,089.60/year.	Procurement
Move forward with consignment of history books.	Commission
Approved adding Juneteenth as a holiday.	HR
Approved preparing RFQ for master plan design firm.	Procurement
Approved FY26 Law Enforcement Agreements with small cities.	Sheriff
Approved claims agenda.	Clerk
Accepted bids for review from Compass Mineral and Specialty Construction Supply for road salt.	Procurement
Prepare scope of work for floodplain study to submit to FEMA for letter of map revision.	Planning