



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Tuesday, September 23, 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 Attorney Jonathan Radford

Agenda Details

AGENDA	
Commissioners' Regular Business Meeting (action items)	
Agenda:	
1	<ul style="list-style-type: none"> Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)
2	<ul style="list-style-type: none"> City of Pocatello requesting a discussion pertaining to the Area of City Impact Agreement (potential action items)
3	<ul style="list-style-type: none"> Seth Scott, Juvenile Detention, regarding approval of and signature on (1) Memorandum of Understanding between District 6 Juvenile Detention Center and Family Services Alliance, (2) Passthrough Funds Recipient Agreement, and (3) Memorandum of Agreement between Minidoka County and Bannock County (requested 5 minutes) (action item)
4	<ul style="list-style-type: none"> Shanda Crystal, Procurement, seeking to discuss a recommendation to award Winter Road Salt Invitation to Bid (requested 5 minutes) (action item)
5	<ul style="list-style-type: none"> Buddy Romriell, Public Works, requesting signature on a Consignment Agreement with Prime Time Auctions (requested 10 minutes) (action item)
6	<ul style="list-style-type: none"> Kristi Klauser, Auditing, seeking (1) signature on an Opioid Settlement and, (2) discussion pertaining to YDC furniture (requested 5 minutes) (action item)
7	<p>RESOLUTIONS AND ORDINANCES (action items):</p> <p>Resolution No. 2025-61 Awarding Firearm to Retired Sheriff Deputy Resolution No. 2025-62 Approving Tax Cancellation Requests Resolution No. 2025-63 Authorizing the Destruction of Records Resolution No. 2025-64 Authorization to Dispose Surplus Assets/Property</p>
8	<p>CONSENT AGENDA (action items):</p> <ul style="list-style-type: none"> Manual Checks Alcohol Licenses and Catering Permits Certificate of Residency Approval 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 Technology Forms Minutes: Approval of Meeting Minutes from September 9 and 11, 2025, and Certification of Said Minutes

Meeting Notes

- 1 8:59 AM Hough called the meeting to order.
- 2 9:00 AM Becky Babb and Brent McLane appeared from the City of Pocatello. McLane reviewed work has been ongoing between the Planning Departments for the ACI. County staff presented an agreement to the city and it was shared with city staff and some amendments are requested. He discussed annexation, growth, development standards, and conflicts between the entity's standards. The amendments are based on reducing conflicts for properties that will be annexed at some point.
9:03 AM Moser explained the request goes against a recent supreme court decision and the jurisdiction is county. There needs to be coordination together, but not mandate developers follow city rules. Bullock relayed he read the meaning of the amendments to reflect the city be allowed to review applications. The city would like to assist in developments to ensure they adhere to city requirements. Babb shared that Planning staff already coordinate with the city public works really well, but adding language to continue working together when possible would keep that going. Dixon expressed concern about urban sprawl and development outside the ACI to avoid additional regulations. McLane addressed the concern in that there is not much more growth that can happen with the geology. The city has concerns after annexation such as areas like Johnny Creek with narrow roads and no sewer.
9:12 AM Public Works Director Kiel Burmester addressed middle ground development, which has been being done as a courtesy. Discussion ensued on having a general MOU to cooperate on a minimal level and communicate, having clear standards, standards that more closely match a city, and concerns for the public hearing date. The proposed amendments will be changed and presented again.
- 3 9:24 AM Sarah O'Banion, Family Services Alliance Executive Director, also appeared. Scott reviewed as a requirement for compliance with PREA, we have to provide access to treatment for victims. Family Services Alliance provides that service through an MOU. O'Banion explained they provide victim advocacy to the community and to those in these settings. Bullock moved to authorize signature on the document. The motion passed.
9:28 AM Scott reviewed an agreement with IDJOC for passthrough funds. This is the first time seeing this agreement. Clinicians have been employed since 2008 and the funding was previously paid to the contractor. The state is changing to the passthrough process, so now the County will pay the contractor. Moser moved to approve the agreement. The motion passed.
9:32 AM Scott reviewed the Mini-Cassia agreement to house overflow juveniles if needed. Bullock moved to approve the agreement with Mini-Cassia. The motion passed.
- 4 9:33 AM Public Works Assistant Director Buddy Romriell also appeared. Crystal recommended to award the winter road salt bid to Specialty Construction Supplies for delivery. Bullock moved to award the bid to Specialty Construction Supply. The motion passed.
- 5 9:36 AM Romriell reviewed items to dispose by auction or donation. Discussion ensued on reallocating the Fight the Bite trailer to maintenance, Event Center, or Juvenile, and potentially keeping it as a pool trailer for any department to use. The order of preference for purging the items is auction, salvage, donate, and dispose. Hough moved to dispose of the property as discussed. The motion passed.
- 6 9:42 AM Klauser reviewed the agreement for opioid settlement funds. Discussion ensued on projects that have used the funds and finding projects. Moser moved to approve the settlement agreement. The motion passed.
9:44 AM Juvenile Probation Director Matt Olsen also appeared. Klauser explained the new furniture for the YDC has arrived and is being stored by the vendor. The furniture was included in the next budget. The vendor can deliver the products by the end of the month if funding is available. There are some excess PILT funds that can be used. Bullock moved to pay for the furniture using current budget PILT funds. The motion passed.
- 7 9:47 AM Hough moved to approve Resolutions 2025-61, 62, 63, and 64. The motion passed.
- 8 Bullock moved to approve the items on the consent agenda, which included manual checks, alcohol licenses, certificates of residency, salary forms, and minutes.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved MOU with Family Services Alliance; Passthrough Funds Recipient Agreement with IDJC; and Agreement with Mini-Cassia Juvenile Detention Center.	Juvenile
Awarded road salt bid to Specialty Construction Supply.	Procurement/Public Works
Approved disposal of assets for Public Works.	Public Works/Resolution
Approved Opioid Settlement Agreement and using FY25 PILT funds for YDC furniture.	Auditing/Juvenile
Approved Resolutions 2025-61 Awarding Firearm to Retired Sheriff Deputy; 2025-62 Approving Tax Cancellation Requests; 2025-63 Authorizing the Destruction of Records; and 2025-64 Authorization to Dispose Surplus Assets/Property.	Clerk
Approved consent agenda.	Clerk

In the Matter of AWARDING)
FIREARM TO RETIRED)
SHERIFF DEPUTY)

R.S. 2025-61
September 23, 2025

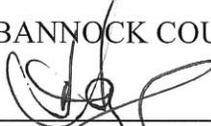
RESOLUTION

WHEREAS, Idaho Code §31-830 provides that a Sheriff's deputy may be awarded their handgun, badge, and identification card upon retirement; and

WHEREAS, after 18 years of dedicated service to Bannock County, Corporal C.C. will be retiring.

NOW, THEREFORE, BE IT RESOLVED that the retiring deputy be awarded, upon recommendation of the Sheriff, his handgun (Serial #S**2), badge, and identification card imprinted with "Retired."

BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

Attest:



Jason C. Dixon, Clerk

In the Matter of APPROVING)
TAX CANCELLATION REQUESTS)

R.S. No. 2025-62
September 23, 2025

RESOLUTION

WHEREAS, requests for cancellation of taxes were considered on September 18, 2025; and

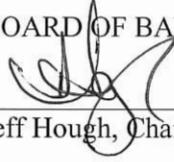
WHEREAS, these cancellation requests have been reviewed pursuant to Idaho Code §§63-711, 63-1302, 63-1303 and 63-1304;

NOW, THEREFORE, BE IT RESOLVED that the County Tax Collector, Jennifer Clark, is hereby authorized and directed to cancel the following on the tax rolls as listed by year:

- (1) At the request of Assessor Anita Hymas, in a letter dated September 18, 2025, for cancellation of **market value** for the **2024** tax year.

PARCEL NO.	OWNER	EXPLANATION	VALUE TO BE CANCELLED
RPRPHA1000500	Honas, Kreighton	HEX removed in error	\$110,877

BOARD OF BANNOCK COUNTY COMMISSIONERS



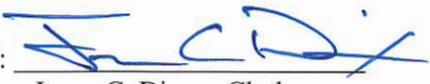
Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST: 

Jason C. Dixon, Clerk

In the Matter of AUTHORIZING THE)
DESTRUCTION OF RECORDS)

R.S. No. 2025-63
September 23, 2025

RESOLUTION

WHEREAS, Idaho Code §31-871 requires the Board of County Commissioners to authorize destruction of records that are not required as permanent records and that have met the minimum retention period provided by the retention schedules and are no longer required by law or for county business; and

WHEREAS, Juvenile Probation has requested destruction of records that have exceeded their minimum retention according to the retention schedule, or have been scanned and saved to a permanent location; and

WHEREAS, Idaho Code §31-871(2) states records may only be destroyed by resolution of the Board of County Commissioners after regular audit and upon the advice of the prosecuting attorney;

NOW, THEREFORE, BE IT RESOLVED that the Juvenile Probation Department is authorized to destruct the original paper records listed below:

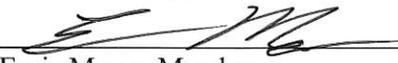
- Case files – 2017 and older
- Receipt books – 2012 and older
- YDC attendance records
- YDC education lesson plans
- Receipts and invoices for 2013 Juvenile Workshop Trust budget

and that such destruction occur under the supervision of the Bannock County Clerk.

BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST: 

Jason C. Dixon, Clerk

RESOLUTION

WHEREAS, Idaho Code §§31-807 and 31-808 vest the power and authority to manage real and personal property for the benefit of the County with the Board of County Commissioners; and

WHEREAS, Idaho Code §31-829 provides that whenever any elected official has any personal property belonging to the county under his/her jurisdiction or control which, in his/her judgment, is of no further use to the county, he/she may, with the consent of the Board of County Commissioners, dispose of the property through sale or other means; and

WHEREAS, the following assets/property are of no further use to the County:

Quantity	Description	County Asset Number/VIN
3	Tables	None
4	Tires	None
1	Filing cabinet	None
Various	Books	None
5	Bookshelf	None

and

WHEREAS, it was recommended to recycle the filing cabinets.

NOW THEREFORE, IT IS HEREBY RESOLVED that the above property is declared to be surplus and the items be taken to recycle.

BOARD OF BANNOCK COUNTY COMMISSIONERS


Ernie Moser, [REDACTED] Member


Jeff Hough, [REDACTED] Chair


Ken Bullock, Member

ATTEST: 
Jason C. Dixon, Clerk

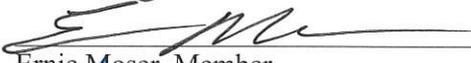
**BOARD OF BANNOCK COUNTY COMMISSIONERS
MINUTES CERTIFICATION**

We, the Board of Bannock County Commissioners, hereby certify approval of the minutes of the Bannock County Commissioners' meetings inclusive of the date(s) of September 9 and 11, 2025, as approved during the meeting of September 23, 2025.

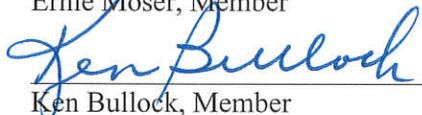
BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST:



Jason C. Dixon, Clerk