



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Tuesday, September 30, 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, Prosecutor Ian Johnson, and HR Director Matthew Phillips

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"> Anita Hymas, Assessor, requesting approval of and signature on Tax Cancellation Requests (requested 5 minutes) (action item)
3	<ul style="list-style-type: none"> Matt Olsen, Juvenile Justice, regarding approval and signature on proposed amendment No. 1 to Services Agreement with University of Cincinnati Research Institute (requested 5 minutes) (action item)
4	<ul style="list-style-type: none"> Danae Zepeda, SICO, requesting approval of and signature on Professional Services Contract for Bannock County Grant Writing Services (requested 15 minutes) (action item)
5	<ul style="list-style-type: none"> Nikki Ennis, Ag Extension, seeking to introduce the new Family and Consumer Sciences Educator and a presentation from Extension Educators (requested 15 minutes)
6	<ul style="list-style-type: none"> Jason Dixon, Clerk, regarding an update on a Quit Claim Deed for parcel number RPRPPOC210000 and requesting a refund of property taxes to the Idaho Housing and Finance Association (requested 5 minutes) (action item)
7	<ul style="list-style-type: none"> Adam McKinney, Computer Services, pertaining to a (1) presentation of the first iteration of an AI Policy for Bannock County and, (2) a request for signature to approve the purchase of the Kinport Radio Tower, final bill of sale (requested 5 minutes) (action item)
8	<ul style="list-style-type: none"> Ken Bullock, Commissioner, requesting approval for one-way mileage to Boise for the Idaho Power 2025 Energy Academy (requested 5 minutes) (action item)
9	<ul style="list-style-type: none"> Shanda Crystal, Procurement, seeking to discuss (1) a protest received and, (2) the Landfill Construction Entrance Invitation to Bid (requested 15 minutes) (action item)
10	<ul style="list-style-type: none"> Ian Johnson, Prosecutor, requesting an Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (requested 10 minutes) (action item)
11	RESOLUTIONS AND ORDINANCES (action items):
	Resolution No. 2025-65 Authorization to Dispose Surplus Assets/Property
12	SIGNATURE ONLY (action items):
	Subscriber Agreement with Transunion
	Titles for Vehicles
	Memorandum of Agreement between Minidoka County, State of Idaho (representing the Mini-Cassia Juvenile Detention Center) and County of Bannock, State of Idaho
13	CONSENT AGENDA (action items):
	<ul style="list-style-type: none"> Sign Invoices

- 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 for August 26 and 28 and September 2 and 4, 2025, and Certification of Said Minutes

14 Sale of Bannock County Real Property (action items)

Meeting Notes

- 1 9:00 AM Hough called the meeting to order. Community Resources and Advocacy Director Shantal Laulu presented a cremation application for case number 20250051. Moser moved to approve case number 20250051. The motion passed.
- 2 9:01 AM Hymas appeared for a tax cancellation request. Moser moved to approve the cancellation. The motion passed.
- 3 9:18 AM Olsen reviewed amendment for training to extend date. Bullock moved to approve the amendment to the agreement. The motion passed.
- 4 9:02 AM Charity Staggs also appeared. Zepeda requested approval of the contract renewal for grant writing services. Bullock moved to approve the contract for grant writing services. The motion passed.
- 5 Extension Educator Reed Findlay, Extension Educator Jenifer Reader, and Program Coordinator Becky Woodhouse also appeared. Reader reviewed the Family and Consumer Sciences programs. Woodhouse reviewed the Eat Smart Idaho Program, which is federally funded. Ennis reported on 4-H and the fair and submitted an impact statement. Findlay reviewed ag research for alfalfa and E.coli found in Mink Creek; and classes for master gardener.
- 6 9:20 AM Dixon reviewed a property donation toward the new Aid for Friends building several years ago resulted in inadvertently transferring a second legal description. The second property has been transferred back, but a tax bill was paid and that needs to be refunded. Discussion ensued on tax bills and payment from County Operations. Moser moved to approve payment. The motion passed.
- 7 9:28 AM McKinney reviewed a draft of an AI policy that has been developed and reviewed by Legal. Bullock moved to adopt the policy. The motion passed.
9:41 AM McKinney reviewed the sale contract to purchase the Kinport radio tower. Hough moved to approve the purchase of the building, the base, tower, generator, shed and fence. The motion passed.
- 8 9:43 AM Bullock requested one-way mileage reimbursement to travel with a personal vehicle. Hough moved to approve the request. The motion passed.
- 9 9:44 AM Crystal explained a protest was received for disqualifying a bidder on the Landfill Entrance project. There is no process spelled out in the bid solicitation, the procurement policy, or Idaho Code for protests of disqualifications. Moser moved to deny consideration of the protest. The motion passed.
9:48 AM Crystal reviewed bids for the Landfill Entrance project were all over budget. Idaho Code Section 67-2805 allows for rejection of all bids and to either re-bid or declare by resolution that the procurement would be more economical on the open market. Crystal recommended passing a resolution to accomplish the project by procuring services on the open market. There is evidence that the project can be completed for \$3.5 million. Bullock moved to begin the open market process and reject all bids. The motion passed.

- 10 9:55 AM Bullock moved to enter into executive session under Idaho Code §74-206(1)(a)&(b) regarding personnel. The motion passed by roll call vote.
10:12 AM Hough moved to exit executive session. The motion passed.
- 11 9:53 AM Hough moved to approve Resolution 2025-65. The motion passed.
- 12 9:54 AM Hough moved to approve the Transunion agreement, signature on vehicle titles, and the updated agreement with Mini-Cassia. The motion passed.
- 13 Hough moved to approve the consent agenda. The motion passed.
- 14 2:00 PM The process for bidders was reviewed and it was noted that due to an error, the published opening bid will be reduced by \$52.86. The following parcels were offered at auction:

2:03 PM

PARCEL 1:

RPRDDOW034100

Section 34, Township 11 South, Range 37 East, Boise Meridian

All block

Block 87

Townsite of Downey

Opening Bid: \$56.19

Winning bid: Nick Burbidge \$56.19

2:04 PM

PARCEL 2:

RPRPCPP124800

Section 12, Township 7 South, Range 34 East, Boise Meridian

Tract in the Northwest Quarter of the Southeast Quarter

Tax Number 96 0.40 Acres

Country Property in Pocatello

Opening Bid: \$600.85

Winning bid: William Schirmer \$600.85

2:06 PM

PARCEL 3:

RPRPPOC309800

Section 27, Township 6 South, Range 34 East, Boise Meridian

Lots 1, 2, 3

Block 470

Pocatello Townsite

Opening Bid: \$988.08

Winning bid: Chad Harding \$2,100

2:10 PM

PARCEL 4:

RPRPIN3000800

Section 7, Township 7 South, Range 35 East, Boise Meridian

Easterly Triangular portion of Lot 7 0.03 Acres

Block 1

Indian Hills 3rd Subdivision

Opening Bid: \$520.45

Winning bid: Kevin Smith \$521

2:11 PM

PARCEL 5:

RPRPCPP026202

Section 15, Township 6 South, Range 34 East, Boise Meridian

Tract in the northwest quarter of the northwest quarter tax number 545 0.02 acres

Country Property inside the City of Pocatello

Opening Bid: \$56.19

Winning bid: Tricia Burbidge \$56.19

2:13 PM

PARCEL 6:

RPRPSNS003000

Section 6, Township 7 South, Range 35 East, Boise Meridian

Lot 6 0.17 Acres

Block 4

Sunset Subdivision

Opening Bid: \$56.19

Winning bid: Chad Harding \$350

2:16 PM

PARCEL 7:

RPRPSNS003100

Section 6, Township 7 South, Range 35 East, Boise Meridian

Lot 7 0.17 Acres

Block 4

Sunset Subdivision

Opening Bid: \$56.19

Winning bid: Chad Harding \$400

2:17 PM

PARCEL 8:

RPRCSPK000402

Section 3, Township 6 South, Range 34 East, Boise Meridian

The South 4.30 feet of the West 48.92 feet of Lot 4

The South 4.30 feet of the East 25.08 feet of Lot 5

Tax Number 2 0.007 Acres

Block 1

Spring Park Residential Infill PUD

Opening Bid: \$727.91

Winning bid: No sale

2:19 PM

PARCEL 9:

RPRPPOC430800

Section 26, Township 6 South, Range 34 East, Boise Meridian

West Triangular portion of north ½ of Lot 12

Also described as the West 21 feet of Lot 12

Block 585

Pocatello Townsite

Opening Bid: \$553.13

Winning bid: No sale

2:20 PM

PARCEL 10:

RPR4265010403

Section 11, Township 10 South, Range 36 East, Boise Meridian

Tract in the Northeast Quarter of the Northwest Quarter

Tax Number 4 4.25 Acres

Opening Bid: \$56.19

Winning bid: Doug Loerscher \$20,500

2:25 PM

PARCEL 11:

RPR3803013208

Section 15, Township 5 South, Range 34 East, Boise Meridian

Tract in the Northeast Quarter of the Northeast Quarter

Tax Number 95 1.16 Acres

Opening Bid: \$2,245.75

Winning bid: Chad Harding \$69,000

2:34 PM

PARCEL 12:

RPRPCPP158000 (2025 Parcel number annexed to city of Pocatello)

RPR4013007013 (2024 Parcel number)

Section 8, Township 7 South, Range 35 East, Boise Meridian

Tract in the Northwest Quarter of the Southeast Quarter Tax Number 245 0.04 Acres

Tract in the Northwest Quarter of the Southeast Quarter Tax Number 246 0.17 Acres

Tract in the Northwest Quarter of the Southeast Quarter Tax Number 248 0.15 Acres

Opening Bid: \$461.29

Winning bid: No sale

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved cremation assistance for case number 20250051.	Indigent
Approved tax cancellation request.	Assessor/Treasurer/Resolution
Approved amendment to Services Agreement with University of Cincinnati Research Institute.	Juvenile
Approved grant writing contract with SICOG.	Commission
Approved refund of taxes for Idaho Housing and Finance.	Treasurer/Auditing
Approved AI policy and radio tower purchase.	Computer Services
Approved mileage reimbursement.	Auditing
Denied bid protest and rejected bids for Landfill entrance project.	Procurement/Resolution
Approved entry/exit executive session – personnel.	Clerk
Approved Resolution 2025-65 Authorization to Dispose Surplus Assets/Property.	Clerk
Approved Mini-Cassia agreement, Transunion agreement, and signatures on vehicle titles.	Juvenile/Coroner/Clerk
Approved consent agenda.	Clerk
Parcels sold at auction to: Nick Burbidge – RPRDDOW034100 for \$56.19 William Schirmer – RPRPCPP124800 for \$600.85 Chad Harding – RPRPOC309800 for \$2,100	Assessor/Auditor/Treasurer

Kevin Smith – RPRPIN3000800 for \$521 Tricia Burbidge – RPRPCPP026202 for \$56.19 Chad Harding – RPRPSNS003000 for \$350 Chad Harding – RPRPSNS003100 for \$400 Doug Loerscher – RPR4265010403 for \$20,500 Chad Harding – RPRR3803013208 for \$69,000	
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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:

Description	Asset/ID Number/VIN (if known)
Outdated Gear	0413200416
Gear Drive	04132-004-15
3 Air Shaft Kits	
4 Honda Air Filters	
2 Float Meters	
2 Bobcat Filters	
Ingersoll Filter	
Transmission Filter	
Transmission Gasket	
Air Filter	
Durango Transmission Filter	
Public Access Signs	
Metal Chop Saw	
Old Porta Power and Cylinder	
Backhoe Auger	
3 Backhoe Buckets	
Corner Guard	5198491
Guard	253-0062
2 Plates Wear 6-16	9w6747
2 Cutting Edges	139-9230
2 Edges	1006668
2 Edges	9w-8215
Guard	253-0063
2 Snow Plow Shoes	1714808
6 Tips	4755484
2 Cutting Edges	4T8101
2 End Bits	3G6395
2 Edges	135-9397
C145 2015 Dodge Durango	1C4SDJFT5FC907855
BMW	5UXFA13515LY02498
5H135 Dodge Durango	1C4SDJFT3FC923312
2 Mosquito generators	
Old oil and air filters	
Old shop parts inventory	

and

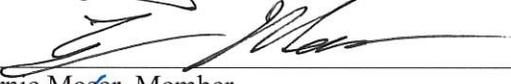
WHEREAS, it was recommended to auction, salvage, donate, or dispose of the items.

NOW THEREFORE, IT IS HEREBY RESOLVED that the above property is declared to be surplus and the items be auctioned, salvaged, donated, or disposed of as best determined.

BOARD OF BANNOCK COUNTY COMMISSIONERS



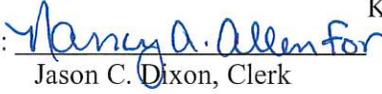
Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST: 
Jason C. Dixon, Clerk

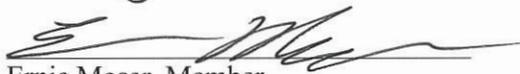
**BOARD OF BANNOCK COUNTY COMMISSIONERS
MINUTES CERTIFICATION**

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 18, 23, and 25, 2025, as approved during the meeting of September 30, 2025.

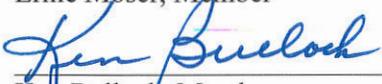
BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair

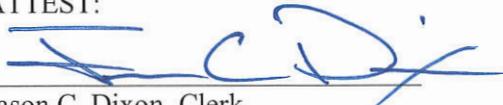


Ernie Moser, Member



Ken Bullock, Member

ATTEST:



Jason C. Dixon, Clerk