



# MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

## Meeting Details

Date of Meeting:	Friday, October 10, 2025
Commissioners present:	Jeff Hough and Ken Bullock
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	Ernie Moser
Staff present:	Deputy Clerk Shantal Laulu, Comptroller Kristi Klauser, Attorney Jonathan Radford, and HR Director Matthew Phillips

## Agenda Details

AGENDA	
Business and Claims Meeting (action items)	
<b>Agenda:</b>	
1	<ul style="list-style-type: none"> <li>Pocatello Development Authority, seeking discussion of South 5<sup>th</sup> Urban Renewal Plan, approval of, and signature on Intergovernmental Agreement for Roles and Responsibilities Under Idaho Code §50-2906(3)(a)(ii) and potential adoption of and signature on County Ordinance 2025-06 (requested 30 minutes) (potential action item)</li> </ul>
2	<ul style="list-style-type: none"> <li>Kiel Burmester, Public Works, regarding approval of and signature on (1) Lease Agreements for 2025 Motorgrader and 2025 Wheel Loader, and (2) equipment purchase of 2025 Compact Loader Skidsteer and 2024 Backhoe Loader (requested 10 minutes) (action item)</li> </ul>
3	<ul style="list-style-type: none"> <li>Matthew K. Phillips, Human Resources and Risk Management, requesting signature on bond application to meet requirements for the Kinport Tower (requested 5 minutes) (action item)</li> </ul>
4	<ul style="list-style-type: none"> <li>Shanda Crystal, Procurement, providing a procurement update (requested 5 minutes) (action item)</li> </ul>
5	<ul style="list-style-type: none"> <li>Signature on Quit Claim Deeds (action items)</li> </ul>
6	<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

- 1:30 PM Pocatello Development Authority Executive Director Brent McLane appeared. Hough reviewed the previous discussions and that it is requested that an intergovernmental agreement and transfer of powers ordinance be signed to give the authority for the PDA to manage the taxes in that area and that the

properties that are under the County’s jurisdiction will remain. Hough moved to adopt the Intergovernmental Agreement and Ordinance 2025-06 Transfer of Powers on the South Fifth Urban Renewal. The motion passed.

- 2 Burmester reviewed equipment trade-ins and purchases; and the return of leased equipment. Discussion ensued on leasing versus purchasing on some of the equipment. Bullock moved to authorize and approve the agreements. The motion passed.
- 3 1:45 PM Phillips reviewed a land use permit application and bond for the Kinport Tower located on BLM land. Bullock moved to authorize application and up to \$500 for the bond premium. The motion passed.
- 4 1:48 PM Crystal gave procurement updates.
- 5 Quit Claim Deeds as a result of the tax deed auction included those for Parcels RPRDDOW034100; RPR3803013208; RPRPSNS003000; RPRPSNS003100; RPRPPOC309800; and RPR4265010403. Bullock moved to sign the Quit Claim Deeds. The motion passed.
- 6 1:55 PM Bullock moved to approve the items on the consent agenda. The motion passed.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved Intergovernmental Agreement and Ordinance 2025-06 Transfer of Powers for South Fifth Avenue Urban Renewal Project.	Planning
Approved equipment lease agreements and purchase agreements with CAT and equipment trade-in.	Publica Works/Resolution
Approved land use permit application and bond for Kinport Tower.	HR
Approved quit claim deeds.	Commission
Approved consent agenda.	Clerk



**COUNTY ORDINANCE 2025-06**  
**Bannock County, Idaho**

**TRANSFER OF POWER – SOUTH 5<sup>TH</sup> AVENUE URBAN RENEWAL**

AN ORDINANCE PROVIDING THE CITY OF POCATELLO WITH THE RIGHT, POWER, AUTHORITY, AND OBLIGATION TO ADMINISTER THE URBAN RENEWAL/REVENUE ALLOCATION AREA PURSUANT TO CHAPTERS 20 AND 29, TITLE 50, IDAHO CODE, AS AMENDED; GRANTING THE REVENUE ALLOCATION PROCEEDS DERIVED FROM THE REVENUE ALLOCATION AREA LYING WITHIN UNINCORPORATED BANNOCK COUNTY TO THE URBAN RENEWAL AGENCY OF POCATELLO, IDAHO, ALSO KNOWN AS THE POCATELLO DEVELOPMENT AUTHORITY; AND ADOPTING THE INTERGOVERNMENTAL AGREEMENT IMPLEMENTING THIS ORDINANCE.

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF BANNOCK COUNTY, IDAHO:

**SECTION 1:**

That the Board of County Commissioners, after reviewing the Urban Renewal Plan for the South 5<sup>th</sup> Avenue Urban Renewal Project (“South 5<sup>th</sup> Avenue Plan”) delivered to Bannock County on September 25, 2025, finds: (a) the South 5<sup>th</sup> Avenue Plan and Project Area is eligible under the statutory criteria and is appropriate for an urban renewal project; (b) the adjusted base assessed values of all existing and proposed revenue allocation areas within the city of Pocatello, Idaho (the “City”) do not exceed ten percent of the current assessed taxable value of the City; (c) the proposed South 5<sup>th</sup> Avenue Plan and Project Area is financially feasible given the assumptions used in the South 5<sup>th</sup> Avenue Plan; (d) the required consents from the owners of agricultural operation lands within the proposed Project Area have been given; and (e) the City has the authority to proceed with the creation of the South 5<sup>th</sup> Avenue Plan and Project Area after the adoption of this Ordinance by the Board of Bannock County Commissioners.

**SECTION 2:**

That this Ordinance is adopted to approve and confirm the duties, roles, and responsibilities of the City, the Urban Renewal Agency of Pocatello, Idaho, also known as the Pocatello Development Authority, and Bannock County, Idaho for that portion of the revenue allocation area, as described in the proposed the South 5<sup>th</sup> Avenue Plan lying outside the corporate boundaries of the City, as illustrated in **Exhibit 1**, and to transfer power as provided in Idaho Code Section 50-2906(3)(a)(ii) and to reconfirm the necessary declaration set forth in Idaho Code Section 50-2018(18).

**SECTION 3:**

The revenue allocation proceeds from areas lying within the boundaries of the South 5<sup>th</sup> Avenue Plan and Project Area shall be devoted to the statutory purposes as described in the South 5<sup>th</sup> Avenue Plan and as authorized by the Urban Renewal Law of 1965, Chapter 20, Title 50, Idaho Code, as amended, and the Local Economic Development Act, Chapter 29, Title 50, Idaho Code.

**SECTION 4:**

That the Intergovernmental Agreement for Roles and Responsibilities under Idaho Code §50-2906(3)(a)(ii) (the "Agreement") (which also supports the County's declaration as required by Idaho Code Section 50-2018(18) as also set forth in Resolution No. 2025-45) is hereby approved and accepted.

**SECTION 5:**

All other ordinances and parts of ordinances in conflict herewith shall be, and the same hereby repealed.

**SECTION 6:**

The sections of this Ordinance are severable. The invalidity of a section shall not affect the validity of the remaining sections.

**SECTION 7:**

This Ordinance shall become effective upon its publication pursuant to Idaho Code §31-715.

ADOPTED this 10<sup>th</sup> day of October, 2025.

**Bannock County Board of Commissioners**

  
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Jeff Hough, Chair

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Ernie Moser, Member

  
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Ken Bullock, Member

ATTEST:   
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Jason C. Dixon, Clerk

**Exhibit 1**

(Properties subject to the Ordinance)