



BANNOCK COUNTY COMMISSIONERS' – MEETING

Commissioners' Agenda

The Board of County Commissioners (BOCC) is comprised of the three elected County Commissioners: Ernie Moser (District 1), Jeff Hough (District 2, Chair), and Ken Bullock (District 3). The BOCC generally meets twice weekly: Tuesdays & Thursdays at 9:00 a.m. Unless otherwise noted, meetings are generally held in the Commissioner's Chambers at 624 E Center, Room 212, Pocatello, Idaho. During these public meetings, the BOCC may approve contracts, expend funds, hear testimony, make decisions on land use cases, and take care of other County matters.

Times are subject to change within 15 minutes of the stated time.

Tuesday, October 21, 2025

9:00 AM Commissioners' Regular Business Meeting (action items)

Agenda:

- Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)
- Charity Staggs, SICOG, presenting Grant Award for approval and signature (requested 5 minutes) (action item)
- Shanda Crystal, Procurement, requesting a potential signature on an Increase Penalty Rider on the bond for the Road & Bridge roof project (requested 5 minutes) (action item)
- Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (requested 10 minutes) (potential action item)
- Tony Manu, Sheriff, seeking to discuss how to cover cost to recharge fire retardant in main IT room at Sheriff's office (requested 15 minutes) (action item)
- Kiel Burmester, Public Works, providing a monthly Public Works update

CONSENT AGENDA (action items):

- 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
- Mileage and Travel Approvals
- Approval of and signature on certification for meeting minutes for October 10 and 14, 2025.

1:30 PM Public Hearing Establishing the McCammon Area of City Impact (action item)

1:45 PM Public Hearing Establishing the Downey Area of City Impact (action item)

2:00 PM Public Hearing Establishing the Pocatello Area of City Impact (action item)

2:15 PM Public Hearing Establishing the Chubbuck Area of City Impact (action item)

2:30 PM Public Hearing Establishing the Arimo Area of City Impact (action item)

2:45 PM Public Hearing Establishing the Inkom Area of City Impact (action item)

3:00 PM Public Hearing Establishing the Lava Hot Springs Area of City Impact (action item)



FOR COMMISSION OFFICE USE:	
DATE <u>10/21/25</u>	TIME _____

Agenda Request Form

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday** in the Commissioners' Chambers in the Bannock County Courthouse, Room 212; 624 E Center Pocatello, Idaho or as noticed **48 hours** prior to the meeting at <https://bannockcounty.us/commissioners/>. The Commissioners also hold meetings throughout the week as coordinated with the Commissioners' staff. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special accommodations to participate in public meetings should contact the Commissioners' Office at 208-236-7210, three to five working days before the meeting.

Email this completed form and any supporting documents to agendarequest@bannockcounty.us by 5:00 PM the Wednesday prior to the scheduled meeting.

Name/Department: SICOG/OEM

Phone/Email: 208-233-4535 x 1015

Item to be considered: Cottonwood Valley Phase 3 Grant Award

Informational background:

Presenting Grant Award Docs for approval and signature

1. What meeting are you requesting? 10/21/25
2. How much time will be needed for this agenda item? 5 minutes or less
3. Is Commission action requested (decision, approval, signature, or guidance)? Signature
4. Does this request involve a contract, agreement, external funding source, or award acceptance? YES
5. What is the potential financial impact of this request? 0
6. Have all supporting documents been included with this form? YES
7. Will you be using presentation software or have other presentation needs? (if YES, provide presentation with this form) NO
8. Name and contact information for others who should be invited to attend:

Charity Staggs, Wes Jones

DIRECTOR'S OFFICE
300 N. 6th Street Suite 103
PO Box 83720
Boise, ID 83720-0050
Phone (208) 334-0200
Fax (208) 334-5342



DUSTIN T. MILLER, DIRECTOR
EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF LAND COMMISSIONERS
Brad Little, Governor
Phil McGrane, Secretary of State
Raúl R. Labrador, Attorney General
Brandon D Woolf, State Controller
Debbie Critchfield, Sup't of Public Instruction

May 13, 2024

Re: 2025 IDL Grazing Rate

The Idaho Department of Lands uses the Land Board approved formula, established in 1993, to determine the annual grazing rate for endowment lands. The formula requires the annual input of current data related to forage values, price inputs, and beef cattle prices. Based on the applicable annual data determined by the USDA National Agricultural Statistics Service (NASS), the 2025 grazing rate will be **\$7.93 per AUM**, an increase of \$1.37 from the 2024 AUM rate of \$6.56.

A 6-month notice regarding the 2025 grazing rate will be sent to all grazing lessees prior to the end of October 2024.

At this time the Department is not considering any updates or modifications to the grazing rate formula, until otherwise directed by the Land Board.

If you have any questions concerning the grazing rate, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Addie Faust", is written over a horizontal line.

Addie Faust
Natural Resource Leasing Program Manager
afaust@idl.idaho.gov
208-334-0275



IDAHO DEPARTMENT OF LANDS

Grant Project: Budget Development Guidelines and Restrictions

EFFECTIVE JUNE 2025

Applicants seeking grant funding from the Idaho Department of Lands (IDL) are required to submit a project budget prior to being awarded funding. The budget includes grant funded expenses and those necessary to meet the required match with IDL. To be reimbursed, all expenses must be allowable, allocable to specific project activities or costs, reasonable and necessary. Consult federal cost principles for additional requirements (<http://www.whitehouse.gov/omb> and <http://www.ecfr.gov>).

IDL will review your budget to determine whether proposed costs are allowable and reasonable. Estimated expenditure amounts should be comparable to or reflect regional market rates. When projects are evaluated and ranked, wise use of funds and anticipated return on investment in the form of meaningful, lasting, and measurable outcomes will be considered.

If the project is funded, IDL will enter into a binding Agreement (Memorandum of Understanding or Cooperative Agreement) with the funding recipient(s). This agreement will dictate grant funding parameters— including those documented below, specify the project scope, budget, reimbursement process, and reporting requirements.

REFER TO THE FOLLOWING WHEN DEVELOPING BUDGET DETAIL

Contractor Expenses	<i>Expenses incurred by the funding recipient(s) for work accomplished through contracts with other entities, usually specialized contractors or consultants (e.g., loggers, forester consultants, arborists, or irrigation installers).</i>
	<ul style="list-style-type: none"> ▪ Contracts must be awarded/solicited on a competitive basis and in accordance with associated procurement rules, procedures and internal controls. Funding recipient(s) will need to ascertain that contractors have not been debarred from receiving federal funding and have a unique ID assigned to them through SAM.gov.
Flat Fee	<i>A method of establishing/negotiating a "standard rate" for service, product or project scope item on a project</i>
	<ul style="list-style-type: none"> ▪ The flat fee method for establishing project costs for the funding recipient(s) (e.g. for staff to administer the grant or to develop and conduct workshops) will not be accepted.
Hold-Back	<i>The percent of the total awarded funding that is held back (retained) by IDL until the funding recipient(s) fully and satisfactorily completes the project as stipulated in the Agreement. A holdback helps assure that all grant funds are not exhausted prior to completion of the project scope/deliverables.</i>
	<ul style="list-style-type: none"> ▪ Up to 15% of grant funds may be held back by IDL. In practice, this would likely only impact the last (or last few) reimbursement requests. ▪ If the project is not completed satisfactorily, the held back funds may be permanently withheld.
Ineligible Costs	<i>Expenses or activities for which the funding recipient(s) cannot be reimbursed</i>
	<ul style="list-style-type: none"> ▪ Equipment - that costs \$10,000 or more and has a life expectancy of at least one year. ▪ Other Activities - Construction, research or activities on federal land. Grant funds cannot be used to seek and apply for additional grant funding. ▪ Note: Activities ineligible for grant funds can be used as project leverage.
Indirect Costs	<i>Costs that benefit common activities and, therefore, cannot be readily assigned to a specific direct cost objective or project. Examples of such costs include accounting personnel services performed within the recipient organization, use allowances on buildings and equipment, and the costs of operating and maintaining facilities.</i>
	<ul style="list-style-type: none"> ▪ Indirect rate requests must not exceed your federal cognizant agency approved indirect rate. If applicants do not have such an approved rate, and they qualify per OMB Guidance 2 CFR Part 200, they can elect to charge a de minimis rate of 15% of Modified Total Direct Costs (MTDC) for indirect. (See §§200.1, 200.414 and associated appendices for details). <ul style="list-style-type: none"> ○ MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel; and subawards and subcontracts up to the first \$50,000 of each subaward or subcontract (regardless

	<p>of the period of performance of the subawards and subcontracts under the award), MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission scholarships and fellowships, participant support costs; and the portion of each subaward and subcontract in excess of \$50,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.</p> <ul style="list-style-type: none"> ▪ The funding recipient(s) without a cognizant agency approved direct rate can submit a proposal and negotiate a rate with IDL strictly for this project in accordance with the OMB regulations and requirements. Note, such proposals and negotiations take time and will likely delay the granting process. ▪ The funding recipient(s) can choose to charge no indirect or a lower rate than allowed if you want more grant funds to be applied to on-the-ground costs or to the 15% required match. ▪ Note: recipient personnel working on specific grant tasks, like project management or oversight, cannot be paid with indirect funds. Personnel must time-record their activities and charge the grant for their time under personnel expenses and be reimbursed as direct project costs.
Match	<p><i>Project costs that will be paid for or provided in-kind by the funding recipient(s) and will not be reimbursed with grant funds. This includes in-kind or cash donations off for services, equipment, products, etc. that assist in the completion of the funding recipient(s) funded project or directly contributes to its purpose.</i></p>
	<ul style="list-style-type: none"> ▪ A 15% match will be required and must be documented at time of reimbursement (i.e., 15% of the total amount reimbursed for the grant). ▪ As IDL will track match to an auditable standard, proof of any match payments or volunteer hours are required. ▪ The funding recipient(s) match is preferred. However, if this is not possible, in-kind or cash contributions made by other entities can count toward the match but must be tracked and reported by the funding recipient(s).
Operating Expenses	<p><i>Purchases of materials, goods/products or mileage are needed to accomplish the intent and purpose of the specific project. Examples include supplies, tools, trees and related planting materials, irrigation parts, and equipment rental fees.</i></p>
	<ul style="list-style-type: none"> ▪ All operating expenses should be necessary and specific to this project. ▪ Ensure operating expenses are not already included or factored into the applicant's indirect cost rate. If certain expenses are customarily categorized as indirect expenses, they cannot be counted as operating expenses.
Payment of Grant Expenses	<p><i>The funding recipient(s) will need to request funds by submitting an IDL Reimbursement Request Form, progress narrative/report, invoices/receipts, copies of deliverables, and other supporting documentation as specified within the Agreement.</i></p>
	<ul style="list-style-type: none"> ▪ All payments are made on a reimbursement basis only. These are expenses incurred and paid for by the funding recipient(s) prior to payment by IDL. ▪ Submission of progress/accomplishment reports will be required with reimbursement requests. Depending on the project, additional reports may be requested.
Personnel Expenses	<p><i>Only actual costs for wages & benefits for the funding recipient(s) staff time worked on this specific grant project can be reimbursed with grant funds</i></p>
	<ul style="list-style-type: none"> ▪ The funding recipient(s) must provide the actual hours (not estimated or a calculated percentage) for each staff person's work on this project whose time will be reimbursed with grant dollars. (Institutions of Higher Learning must follow OMB rules specific to their type of entity for accounting of personnel time.) ▪ Additionally, the funding recipient(s) will also need to maintain records that account for 100% of all time of staff being reimbursed, including time spent on activities not associated with this project. For example, work on other Federal grant activities, non-grant work, etc. These must be documented in personnel activity reports, or equivalent, and submitted by the individual staff person to your fiscal office at least monthly. Certification of the funding recipient(s) having such a policy will be required. ▪ Staff time (costs), when used only as grant match, does not have to be tracked in the above way, since IDL is not using this match to meet federal match requirements.

Program Income	<i>Any income the funding recipient(s) derives from the project such as for the sale of products (timber, waste wood, chips etc.), registration fees, etc. must be itemized, reported and deducted from any reimbursement requests made to IDL.</i>
	<ul style="list-style-type: none"> ▪ Procedures to track all project expenses (grant funded and not) as well as the income received make documenting and reporting at reimbursement time easier.
Program/Project Management Costs	<i>The cost to the funding recipient(s) to administer, manage and oversee the project. This may include project oversight and management activities, as well as fiscal management components.</i>
	<ul style="list-style-type: none"> ▪ Identify costs in the Personnel Expenses category if provided by staff, or in the Contractor Expenses category if the services are contracted out. <ul style="list-style-type: none"> ○ For personnel expenses, time sheet tracking by funding source, or equivalent, is required. If personnel do not have a positive time record, then project management costs should be recorded as match. ▪ Note: only paid personnel and contractor expenses which are directly attributed and tracked to the project can be reimbursed.
Travel & Related Expenses	<i>Costs directly associated with the project and approved in advance by IDL for travel, lodging and meals.</i>
	<ul style="list-style-type: none"> ▪ These costs cannot exceed Idaho State and/or federal rates. If costs are higher, prior justification to and approval by IDL is required before such expenses are incurred & allowed for reimbursement.

Project Activities Details Form

Idaho Department of Lands

Official Applicant Information				
LEGAL NAME OF APPLYING ENTITY	Bannock County			
OFFICIAL MAILING ADDRESS	624 E Center St	CITY: Pocatello	STATE: ID	ZIP CODE: 83201
TYPE OF ENTITY	GOVERNMENT (STATE, LOCAL OR TRIBAL) <input checked="" type="checkbox"/>	NON-PROFIT <input type="checkbox"/>	EDUCATIONAL INSTITUTION <input type="checkbox"/>	OTHER — SPECIFY:
APPLICANT'S AUTHORIZED REPRESENTATIVE <i>(This person is employed by the applicant & is authorized to make binding decisions regarding this project.)</i>				
NAME	Wes Jones			
TITLE	Emergency Director			
MAILING ADDRESS	214 E Center St, Suite 20	CITY: Pocatello	STATE: ID	ZIP CODE: 83201
TELEPHONE / FAX NUMBERS	OFFICE: 208-236-7104	CELL: 208-240-1798	FAX:	
EMAIL	Wjones@Bannockcounty.us			

Please note that information on this form, including the information above, may be made available to companies and others who request it.

General Project Information	
DESCRIPTIVE PROJECT TITLE	Cottonwood Valley Restoration Project Phase 3
FOREST SERVICE PROJECT NAME (HFR ONLY)	Cottonwood Valley Restoration Project Phase 3
<p>WRITE A SHORT SUMMARY STATEMENT OF PROJECT BELOW (I.E., AN ABSTRACT). (2000 Characters)</p> <p><i>Do not copy paste project description box from the proposal submitted. This box is intended to, in your own words, summarize what the overall intent and end goals are of this project.</i></p>	
<p>Project Will treat approximately 100 acres of State owned and privately owned land in the Cottonwood Valley area, using mostly mechanical methods, supplementing with lop & scatter where equipment can't reach. An administrator will be hired to facilitate the treatment, landowner correspondence and procurement activities. A contractor will be hired to perform the treatment activities.</p>	

		Project Component Details/Deliverables	
Character counts are limited to the space provided for the questions below. Use a new section for each treatment/activity type. If additional space is needed, carry over text into the next section and note "continued" as the treatment type. If more than 6 treatment/activity types are included in the project, contact Tyre Holfeltz for assistance.			
1.	Treatment/Activity Type (i.e. mastication, community meeting, etc.): Mastication	# of Units & Type 100	
		Frequency (Education Only)	
Details (describe the who, where and how the treatment will be completed): A contractor will be hired to perform the treatment activities.			
List Specific Deliverables/Milestones (Specific, Measurable, Achievable, Reportable, Timebound): 100 acres of brush removal.			

2.	Treatment/Activity Type (i.e. mastication, community meeting, etc.):	# of Units & Type	
		Frequency (Education Only)	
Details (describe the who, where and how the treatment will be completed):			
List Specific Deliverables/Milestones (Specific, Measurable, Achievable, Reportable, Timebound):			

3.	Treatment/Activity Type (i.e. mastication, community meeting, etc.):	# of Units & Type	
		Frequency (Education Only)	
Details (describe the who, where and how the treatment will be completed):			
List Specific Deliverables/Milestones (Specific, Measurable, Achievable, Reportable, Timebound):			

4.	Treatment/Activity Type (i.e. mastication, community meeting, etc.):	# of Units & Type	
		Frequency (Education Only)	
Details (describe the who, where and how the treatment will be completed):			
List Specific Deliverables/Milestones (Specific, Measurable, Achievable, Reportable, Timebound):			

5.	Treatment/Activity Type (i.e. mastication, community meeting, etc.):	# of Units & Type	
		Frequency (Education Only)	
Details (describe the who, where and how the treatment will be completed):			
List Specific Deliverables/Milestones (Specific, Measurable, Achievable, Reportable, Timebound):			

	Budget Detail Excel Sheet	
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IMPORTANT

Read the Grant Project—Budget Development Guidelines & Restrictions document
before completing the Budget Detail Excel Form.

The Budget Detail Excel Form **MUST** be completed and returned with this form.

	Budget Development & Narrative	
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This box is intended to describe how the federal grant funds will be spent, why those funds are necessary and how expenditures tie directly to project activities and objectives.

- Explain, where not self-evident, the nature and purpose of each cost listed on budget detail excel form (separate document)
 - Personnel - Each position is identified by title and duties of staff are specified.
 - Operating Expenses - Supplies and materials are itemized by nature of expense, and an estimated unit cost for each item is clearly indicated. Travel costs need to include purpose of travel.
 - Contractor Costs - services and products are described, and estimated costs are provided (i.e. administration, mitigation, etc.).
- Explain the source (i.e. in-kind labor, non-federal funds/hard cash, meeting attendance, etc.) of all MATCH and include what budget sections (personnel, operating expenses, contractor costs, and indirect) the funds are tied to.

\$40,000 - Administrator will be hired to manage the project. Activities will include filling out reports, landowner correspondence, landowner education, development treatment prescriptions, procurement, and verification of work performed by the contractor.

\$192,500 - Contractor will be hired to perform the treatment as required on the approved treatment prescription.

\$7,500 - To cover indirect expenses by Bannock County.

\$24,000 - In-kind provided by the Cottonwood Cattleman's Association to perform additional treatment via cattle-grazing, and weed management.

	Additional Required Items	
<input checked="" type="checkbox"/>	Shape file(s) of proposed project area(s). <ul style="list-style-type: none">○ Must be compatible with ArcMap (i.e. Google Earth, ESRI)	
	<input checked="" type="checkbox"/>	The page from the Community Wildfire Protection Plan (CWPP) which includes this project.
<p><u>Please email this completed form, the above additional required items, and the budget detail excel sheet to the Idaho Department of Lands:</u></p> <p><u>Tyre Holfeltz—tholfeltz@idl.idaho.gov</u></p>		



IDAHO DEPARTMENT OF LANDS

PROJECT NAME: Cottonwood Valley Restoration Project Phase 3 IDL Grant #: 25WFM-Bannock

Funding Recipient: Bannock County

INDIRECT COST RATE CERTIFICATION—REQUIRED

Choose which option below applies for this grant project.

Option A: The funding recipient(s) will not seek reimbursement of indirect costs for this grant project. (Indirect is defined on the back of this form.)

Option B: The funding recipient(s) has a negotiated indirect cost rate agreement with a federal cognizant audit agency. A copy of the "Certificate of Indirect Cost Rate and Indirect Cost Rate Proposal" approved by that agency is attached.

Option C: The funding recipient(s) has elected a 15% de minimis indirect cost rate of **Modified Total Direct Costs (MTDC)** on this grant as allowed under 2 CFR §200.414 (f). (MTDC is defined on the back of this form.)

The funding recipient(s) (check all that apply):

Will use this methodology consistently for all federal awards (regardless of awarding agency) until such time as it chooses to negotiate a rate with the Federal government.

Is not a governmental department or agency unit that receives more than \$35 million in direct Federal funding

As described in §200.403 (Factors affecting allowability of costs) costs will be consistently charged as either indirect or direct costs, but will not be double charged or consistently charged as both.

Option D: The funding recipient(s) wishes to negotiate an indirect cost rate directly with IDL, and will develop an indirect cost rate proposal for IDL consideration. Note that the indirect cost rate calculations and proposal must comply with the latest Office of Management and Budget (OMB) regulations and requirements. For an example of how to prepare an indirect cost-rate proposal, see the U.S. Department of Labor's guidance document at <https://www.dol.gov/oasam/programs/boc/costdeterminationguide/cdg.pdf>. Note that indirect cost rate proposals and negotiations take time, and will likely delay the granting process.

Certification Statement

By signing below, as an official signatory for the funding recipient(s) I certify that the information provided above is current and correct.

Jeff Hough
Print Name of Official Signatory

Commissioner, Chairman
Title

Signature of Official Signatory

10/21/25
Date

DEFINITIONS OF TERMS 2 CFR § 200.1**Indirect (facilities & administrative (F&A)) costs**

Indirect (F&A) costs means those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. To facilitate equitable distribution of indirect expenses to the cost objectives served, it may be necessary to establish a number of pools of indirect (F&A) costs. Indirect (F&A) cost pools should be distributed to benefitted cost objectives on bases that will produce an equitable result in consideration of relative benefits derived.

Modified Total Direct Cost (MTDC)

MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$50,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

Estimated Grant Project Budget Details

Personnel Expenditures		(List position titles, i.e. City Forester, Project Manager etc. and Include benefits in wage rate)		
Project Expense Description	# Units & Rate	Grant Funds Requested	Match	Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total Personnel Expenses		\$0.00	\$0.00	\$0.00

Operating Expenditures		(Specify operating expenses, i.e. pick-up rental, travel, trees, mulch, office supplies, etc.)		
Project Expense Description	# Units & Rate	Grant Funds Requested	Match	Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total Operating Expenses		\$0.00	\$0.00	\$0.00

Contracted Professional Service		(Specify service contracted, i.e. thinning, graphic design, consultant, tree planting, etc.)		
Project Expense Description	# Units & Rate	Grant Funds Requested	Match	Total
Administration/Project Management	\$75/hour	\$40,000.00		\$40,000.00
Contractor	\$2000/acre	\$192,500.00		\$192,500.00
				\$0.00
Landowner	\$7.93/AUM		\$24,000.00	\$24,000.00
				\$0.00
				\$0.00
Total Contracted Expenses		\$232,500.00	\$24,000.00	\$256,500.00

Total Indirect (Calculated based on % of direct expenses) -% rate =			
Indirect Rate (enter %)	Grant Funds Requested	Match	Total
Bannock County	\$7,500.00		\$7,500.00
Total Indirect Expenses	\$7,500.00	\$0.00	\$7,500.00

"Difference between Grant Totals" cell must reflect \$0.00/Green for the budget to be correct & accepted.	Grant Funds Requested Total	Match Total <small>(Minimum 10% cash or in-kind required)</small>	Grant Totals
Difference between Grant Totals	\$0.00	\$0.00	\$0.00
Verification of Grand Totals	\$240,000.00	\$24,000.00	\$264,000.00
Total Project Costs	\$240,000.00	\$24,000.00	\$264,000.00

Note when using form:
 *Individual cells will expand to fit entered text
 *Rows within sections can be added: Select Home/Select Insert/Select Insert Sheet Rows

BANNOCK COUNTY COMMISSIONERS

624 E. Center, Pocatello, ID 83201
Phone: (208) 236-7210 • Fax: (208) 232-7363



ERNIE MOSER
Commissioner
1st District

JEFF HOUGH
Commissioner
2nd District

KEN BULLOCK
Commissioner
3rd District

AGENDA REQUEST FORM

*The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:00 AM** in the Commissioners' Chambers in the Bannock County Courthouse, 624 E. Center, Room 212, Pocatello, Idaho, or as noticed **48 hours** prior to the meeting at <https://www.bannockcounty.us/commissioners/>. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special meetings should contact the Commissioner's Office at [208-236-7210](tel:208-236-7210), three to five working days before the meeting.*

E-mail this completed form and any supporting documents to agendarequest@bannockcounty.us by NOON on the Thursday prior to the scheduled meeting.

Name/Department:

Shanda Crystal/Chief Procurement Officer

Item to be considered/background:

Request to discuss a potential signature on an Increase Penalty Rider on the bond for the Road & Bridge roof project.

How much time will be needed? Meeting date requested:

5 minutes

10/21/25

Does this item involve a contract, agreement, external funding application or award acceptance?

YES NO

Have all supporting documents been included with this form?

YES NO

List of attendees:

Please include any supporting documents with your Agenda Session Request Form.

Commissioner Office Only:

Date: _____ Time: _____

BANNOCK COUNTY COMMISSIONERS

624 E. Center, Pocatello, ID 83201
 Phone: (208) 236-7210 • Fax: (208) 232-7363



ERNIE MOSER
 Commissioner
 1st District

JEFF HOUGH
 Commissioner
 2nd District

KEN BULLOCK
 Commissioner
 3rd District

Business Meeting Agenda Request Form

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:15 a.m.** in the Commissioners' Chambers in the Bannock County Courthouse, Room 212; 624 E Center Pocatello, Idaho or as noticed **48 hours** prior to the meeting at <https://bannockcounty.us/commissioners/>. The Commissioners also hold meetings throughout the week as coordinated with the Commissioners' staff. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special accommodations to participate in public meetings should contact the Commissioners' Office at 208-236-7210, three to five working days before the meeting.

Requestor Name:

Matt Olsen

Department:

Bannock County Juvenile Justice

Requestor Email:

matto@bannockcounty.gov

Item(s) to be considered:

Requesting an exceptional step placement for the Substance Abuse Education and Prevention Coordinator

Date of meeting being requested:

10/21/2025

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

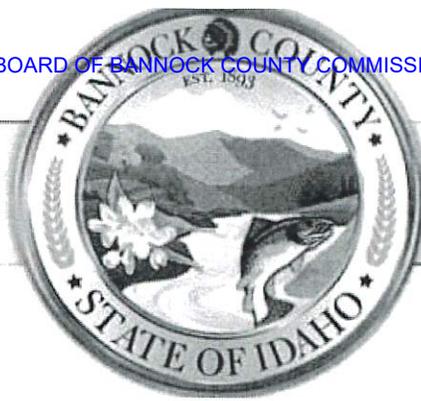
Contract/Agreement End Date:

List of additional attendees:

Todd Mauger

BANNOCK COUNTY COMMISSIONERS

624 E. Center, Pocatello, ID 83201
Phone: (208) 236-7210 • Fax: (208) 232-7363



ERNIE MOSER
Commissioner
1st District

JEFF HOUGH
Commissioner
2nd District

KEN BULLOCI
Commissioner
3rd District

AGENDA REQUEST FORM

*The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:00 AM** in the Commissioners' Chambers in the Bannock County Courthouse, 624 E. Center, Room 212, Pocatello, Idaho, or as noticed **48 hours** prior to the meeting at <https://www.bannockcounty.us/commissioners/>. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special meetings should contact the Commissioner's Office at 208-236-7210, three to five working days before the meeting.*

E-mail this completed form and any supporting documents to agendarequest@bannockcounty.us by NOON on the Thursday prior to the scheduled meeting.

Name/Department:

Tereca Argyle / Sheriff's Office

Item to be considered/background:

Discussion on how to cover cost to recharge fire retardant in main IT room at Sheriff's Office, due to unforeseeable circumstance. (approx.. 31k)

How much time will be needed? Meeting date requested:

15 minutes

10/21/25

Does this item involve a contract, agreement, external funding application or award acceptance?

YES NO

Have all supporting documents been included with this form?

YES NO

List of attendees:

Sheriff Tony Manu, Kristi Klauser, Adam McKinney, Matthew Phillips

Please include any supporting documents with your Agenda Session Request Form.

Commissioner Office Only:	
Date: <u>10/21/25</u>	Time: _____

BANNOCK COUNTY COMMISSIONERS

624 E. Center, Pocatello, ID 83201
Phone: (208) 236-7210 • Fax: (208) 232-7363



ERNIE MOSER
Commissioner
1st District

JEFF HOUGH
Commissioner
2nd District

KEN BULLOCK
Commissioner
3rd District

Business Meeting Agenda Request Form

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:15 a.m.** in the Commissioners' Chambers in the Bannock County Courthouse, Room 212; 624 E Center Pocatello, Idaho or as noticed **48 hours** prior to the meeting at <https://bannockcounty.us/commissioners/>. The Commissioners also hold meetings throughout the week as coordinated with the Commissioners' staff. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special accommodations to participate in public meetings should contact the Commissioners' Office at 208-236-7210, three to five working days before the meeting.

Requestor Name:

Kiel Burmester

Department:

Public Works

Requestor Email:

kielb@bannockcounty.gov

Item(s) to be considered:

Provide a monthly Public Works update

Date of meeting being requested:

10/21/2025

Time requested:

10 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

**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 October 10 and 14, 2025, as approved during the meeting of October 21, 2025.

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Member

Ken Bullock, Member

ATTEST:

Jason C. Dixon, Clerk