



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, October 30, 2025
Commissioners present:	Ernie Moser, Jeff Hough, and Ken Bullock
Clerk of the Board:	Shantal Lauu for Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Shantal Lauu, Comptroller Kristi Klauser, Attorney Jonathan Radford, and HR Director Matthew Phillips

Agenda Details

AGENDA	
Commissioners' Regular Business and Claims Meeting (action items)	
Work Session Agenda:	
1	<ul style="list-style-type: none"> Maggie Mann, SIPH, providing a quarterly Southeast Idaho Public Health update
2	<ul style="list-style-type: none"> Chaney Nielson, Event Center, requesting consideration and approval of new Event Center logo (requested 10 minutes) (action item)
3	<ul style="list-style-type: none"> Scott Crowther, Event Center and Wellness Complex, seeking (1) a discussion about a request for fee waiver and use of Wellness Complex for a 5K run on Thanksgiving Day for a food drive, and (2) Executive Session under Idaho Code §74-206(1)(e) to consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations with potential action following adjournment of Executive Session (requested 5 minutes) (action item)
4	<ul style="list-style-type: none"> Hal Jensen, Planning and Development, requesting (1) discussion pertaining to deeding Bannock County parcels along the Portneuf River to the City of Pocatello and, (2) 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)
5	<ul style="list-style-type: none"> Kristi Klauser, Auditing, requesting signature on a title for an auction (requesting 5 minutes) (action item)
6	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 Cardholder User Agreement and Authorization
7	Bid Opening for Survey Review Roster Request for Qualifications (action item)

Meeting Notes

- 1 8:59 AM Hough called the meeting to order.
Mann reported on the WIC program and funding, the impact on Bannock County with SNAP ending Nov 1, food bank cuts, flu season, and discussions from the recent meeting in Boise.
- 2 9:16 AM Nielson reviewed proposals for new logos in order to move forward with website design. Hough moved to approve both logos. The motion passed.
- 3 9:20 AM Camille Cornforth was also present and reviewed the Wobble Till' You Gobble event and requested a fee waiver. Crowther reviewed only staff time is to open gates. Bullock moved to waive the rental fee. The motion passed.
9:23 AM Moser moved to go into executive session under Idaho Code §74-206(1)(e) to consider preliminary negotiations. The motion passed by roll call vote. 9:29 AM Hough moved to exit executive session. The motion passed.
- 4 9:30 AM Jensen reviewed properties that are remnants in Bannock County's name. The city has expressed interest in projects in the area. Jensen requested consideration to deed the properties to the city. Radford explained that a resolution must take place that it is in the best interest to give the property to the city. Bullock moved to authorize documents to be prepared for the identified parcels. The motion passed. made motion. Passed.
9:36 AM Hough moved to go into an executive session under Idaho Code §74-206(1)(a)&(b) regarding personnel. The motion passed by roll call vote. 9:44 AM Hough moved to exit executive session. The motion passed. Hough moved to waive the requirement to post the job due to the intent of the original hire. The motion passed.
- 5 9:45 AM Klauser reviewed the title for a vehicle that has already been approved for disposal. Moser moved to sign the title as requested. The motion passed.
- 6 Bullock moved to approve the items on the claims agenda. The motion passed.
- 7 10:00 AM Hough reviewed the bid solicitation for Survey Review Roster RFQ. Qualifications statements were received from Stewart Ward, Adam Thayer, and Matthew Baker. Hough moved to accept the bids for review and compliance. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved new logos for Event Center; fee waiver for Wobble Till' You Gobble, and entry/exit executive session – preliminary negotiations.	Parks and Rec
Approved transferring remnant property to City of Pocatello after adopting a resolution, entry/exit executive session – personnel, and waiving requirement to post job.	Planning/Resolution
Approved signature on title for vehicle disposal.	Auditing
Approved claims.	Auditing
Accepted qualifications statements for Survey Review Roster for review and compliance.	Procurement