



# MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

## Meeting Details

Date of Meeting:	Thursday, November 13, 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, Attorney Jonathan Radford, and HR Director Matthew Phillips

## Agenda Details

AGENDA	
Commissioners' Regular Business and Claims Meeting (action items)	
<b>Work Session Agenda:</b>	
1	<ul style="list-style-type: none"> <li>Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)</li> </ul>
2	<ul style="list-style-type: none"> <li>Julie Hancock, Elections, Canvass of Votes for election held on 11/4/2025 (requested 5 minutes) (action item)</li> </ul>
3	<ul style="list-style-type: none"> <li>Alisse Foster, Planning and Development, seeking review and approval of Reynolds Acres plat (requested 5 minutes) (action item)</li> </ul>
4	<ul style="list-style-type: none"> <li>Matt Olsen, Juvenile Justice, providing the Bannock County Juvenile Justice CFY2025 Annual Report to the Idaho Department of Juvenile Corrections (requested 10 minutes) (potential action item)</li> </ul>
5	<ul style="list-style-type: none"> <li>Matthew K. Phillips, Human Resources and Risk Management, regarding signature on a \$5,000 surety bond with United Fire and Casualty for the Kinport Tower (requested 5 minutes) (action item)</li> </ul>
6	<ul style="list-style-type: none"> <li>Seeking to review and potentially sign a Letter of Support with potential Executive Session under Idaho Code §74-206(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement (requested 10 minutes) (action item)</li> </ul>
7	<ul style="list-style-type: none"> <li>(AMENDED to include) Signature on Work Order for Idaho Power (action item)</li> <li>Signature on Quit Claim Deeds (action items)</li> <li>Signature on Memo to approve 2025 Employee Anniversary Recognition (action item)</li> <li>Signature on Memo for Authorization to dispose assets (action item)</li> <li>Signature on Commissioners' Proceedings for October 2025 (action item)</li> </ul>
8	<ul style="list-style-type: none"> <li>Signature on Resolution No. 2025-81 Authorization to Transfer Real Property to the Idaho Transportation Board (action item)</li> <li>Signature on Resolution No. 2025-82 Authorization to Remove Roads from Assets and the Road Maintenance Map (action item)</li> </ul>
9	<ul style="list-style-type: none"> <li>Approval of and signature on Certification of meeting minutes for November 4, 2025 (action item)</li> </ul>
10	<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> </ul>

- 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

## Meeting Notes

- 1 9:00 AM Hough called the meeting to order. Moser moved to accept the amended agenda. The motion passed. Hough moved to enter into executive session under Idaho Code §§74-206(1)(d) and (f). The motion passed by roll call vote. 9:17 AM Hough moved to exit executive session. The motion passed. Bullock moved to approve the subordination agreement for case number 20190206. The motion passed. Hough moved to approve the release of lien for case number 20150213. The motion passed.
- 2 9:19 AM Hancock reviewed the election stats. Overall, there was 38% voter turnout. Bullock moved to accept the results. The motion passed.
- 3 9:21 AM Foster reviewed a replat that divides a single lot into two. Moser moved to approve the replat. The motion passed.
- 4 9:24 AM Chief Juvenile Probation Officer Todd Mauger also appeared. Olsen reviewed the annual report. Bullock moved to accept the report. The motion passed.
- 5 9:49 AM Phillips presented a surety bond for Kinport Tower. Moser moved to approve signature on the bond. The motion passed.
- 6 9:18 AM Moser moved to approve the letter of support. The motion passed.
- 7 9:51 AM Bullock moved to approve the quit claim deeds. The motion passed. 9:51 AM Moser moved to approve the memo regarding staff anniversary recognition. The motion passed. 9:52 AM Hough moved to approve authorizing the disposal of assets. The motion passed. 9:52 AM Bullock moved to authorize signature on the Work Order for Idaho Power. The motion passed. 9:53 AM Hough moved to approve publication of the October 2025 Commissioner Proceedings. The motion passed.
- 8 9:53 AM Bullock moved to approve Resolutions 2025-81 and 82. The motion passed.
- 9 9:54 AM Bullock moved to approve the minutes and consent agenda items. The motion passed.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved amended agenda and entry/exit executive session – exempt records and communicate with legal counsel.	Clerk
Approved subordination agreement for case number 20190206 and release of lien for case number 20150213.	Indigent
Approved canvass of votes.	Elections
Approved replat for Reynolds Acres.	Planning
Approved CFY2025 Annual Report.	Juvenile

Approved letter of support.	Commission
Approved quitclaim deeds, memo regarding staff anniversary recognition, disposal of assets, Work Order for Idaho Power, and publication of October 2025 Commissioner Proceedings.	Commission/Clerk/ Resolution
Approved Resolution Nos. 2025-81 Authorization to Transfer Real Property to the Idaho Transportation Board and 2025-82 Authorization to Remove Roads from Assets and the Road Maintenance Map.	Clerk
Approved minutes and consent agenda items.	Clerk/Auditing

In The Matter of AUTHORIZATION )  
TO TRANSFER REAL PROPERTY TO )  
THE IDAHO TRANSPORTATION BOARD )

R.S. No 2025-81  
November 13, 2025

**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 §31-808(9) provides that the board of county commissioners may grant to or exchange with the federal government, the state of Idaho, any political subdivision or taxing district of the state of Idaho, or any local historical society which is incorporated as an Idaho nonprofit corporation which operates primarily in the county or maintains a museum in the county, with or without compensation, any real or personal property or any interest in such property owned by the county, excluding such property acquired by tax deed, after adoption of a resolution by the board of county commissioners that the grant or exchange of property is in the public interest; and

WHEREAS, a portion of the road right-of-way located at the intersection of Briscoe Road and US Highway 91 (Yellowstone Avenue) is needed by the State of Idaho to widen Yellowstone Avenue:

A portion of the parcel described in Deed Instr. #288636, located in Section 3, Township 6 South, Range 34 East Boise Meridian, Bannock County, Idaho, more particularly described as:

Commencing at the Center Quarter Corner of Section 3, Township 6 South, Range 34 East and running thence N 00°23'04" W 1673.20 feet along the Meridional Centerline of said Section 3 to the True Point of Beginning;

Thence S 89°38'44" W 37.32 feet,

Thence N 00°21'24" W 50.07 feet,

Thence N 89°38'49" E 37.29 feet to said Meridional Centerline,

Thence S 00°23'04" E 50.07 feet along said Meridional Centerline to the Point of Beginning.

Parcel contains ±0.043 acres; consisting of ±0.043 acres of existing prescriptive right-of-way and ±0.000 acres of net required right-of-way.

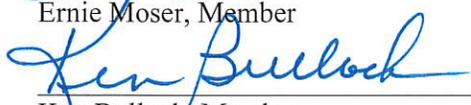
Parcel station limits of US-91 centerline 27+79.79 to 28+29.88.

NOW THEREFORE, IT IS HEREBY RESOLVED that, pursuant to Idaho Code §31-808(9), it is in the public interest to transfer the above property to the State of Idaho, Idaho Transportation Board, by and through the Idaho Transportation Department by quitclaim deed.

BOARD OF BANNOCK COUNTY 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

In The Matter of AUTHORIZATION TO )  
REMOVE ROADS FROM ASSETS )  
AND THE ROAD MAINTENANCE MAP )

R.S. No 2025-82  
November 13, 2025

**RESOLUTION**

WHEREAS, several roads previously held and maintained by Bannock County were included in annexation proceedings by the Cities of Chubbuck and Pocatello; and

WHEREAS, pursuant to Idaho Code §50-222(7), in any annexation proceeding, all portions of highways lying wholly or partly in the subject area shall be included in the area annexed unless there is an express agreement otherwise between the city and the governing board of the highway agency providing road maintenance at the time of annexation.; and

WHEREAS, Idaho Code §50-313 provides that the city councils of cities shall have the care, supervision, and control of all public highways and bridges within the corporate limits, and shall cause them to be kept open and in repair and free from nuisances; and

WHEREAS, the following roads were included in annexation proceedings and are no longer maintained by Bannock County, thereby allowing them to be removed from assets and County road lists and maps:

City of Pocatello: Darby Road ID# 80001061  
Lower Road ID# 80001154  
Olympus Road ID# 80001202  
Piedmont Road ID# 80001212

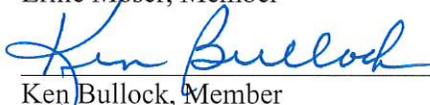
City of Chubbuck: Lamar Road ID# 80001144  
Lea Road ID# 80001147

NOW THEREFORE, IT IS HEREBY RESOLVED that the above roads be removed from Bannock County assets and maintenance lists/maps.

BOARD OF BANNOCK COUNTY 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

**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 November 4, 2025, as approved during the meeting of November 13, 2025.

BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST:



Jason C. Dixon, Clerk