



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, November 18, 2025

9:00 AM 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)
- Jennifer Clark, Treasurer, regarding approval to add the City of Pocatello and Idaho Department of Lands – Forest to the 2025 Tax roll (requested 5 minutes) (action item)
- Kristi Klauser, Auditing, providing an ARPA update (requested 5 minutes) (potential action item)
- Tony Manu, Sheriff, requesting to discuss possible contract with Sharp Performance who handles employee assistance with PTSD and possible funding for County-wide peer support. This discussion may possibly require Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (requested 15 minutes) (action item)

RESOLUTIONS AND ORDINANCES (action items):

Resolution No. 2025-83 Authorization to Dispose Surplus Assets/Property

LETTERS AND NOTICES (action items):**SIGNATURE ONLY (action items):**

Permission to Enter Property forms for Lava Ranches Phase 2

Memo to dispose of records

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
- Minutes:



FOR COMMISSION OFFICE USE:	
DATE _____	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: Treasurer's Office

Phone/Email: katyp@bannockcounty.gov

Item to be considered: Approval of the Specials to be added on the 2025 year tax roll

Informational background:

City of Pocatello, Idaho Department of Lands-Forest

1. What meeting are you requesting? 11/18/25
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)? Approval
4. Does this request involve a contract, agreement, external funding source, or award acceptance? NO
5. What is the potential financial impact of this request? No Impact
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:

Jennifer Clark, jenniferclark@bannockcounty.gov Misty Katsilometes, mistyk@bannockcounty.gov





JENNIFER CLARK
BANNOCK COUNTY TREASURER
 624 E CENTER ROOM #203
 POCATELLO ID 83201
 PHONE (208) 236-7220 FAX (208) 236-7033

2025 TAX ROLL SPECIALS

IDAHO DEPARTMENT OF LANDS:	\$53,575.02
FOREST ASSESSMENT (\$46,236.46)	
FOREST PRACTICE ACT (\$7,338.56)	
CITY OF POCATELLO:	\$15,397.00

TOTAL:	\$68,972.02

BANNOCK COUNTY COMMISSIONERS

 Chairman

 Commissioner

 Commissioner

11-18-25

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:

Kristi Klauser

Department:

Auditing

Requestor Email:

kristik@bannockcounty.us

Item(s) to be considered:

ARPA update

Date of meeting being requested:

11/18/2025

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:

Project Description	Contract	Spent as of 9/30/25	Remaining Budget	FY26 expend	Unspent
Completed projects to date	12,007,184.41	12,007,184.41	0.00		0.00
YDC and EC/WC bldg*	2,540,657.47	2,059,349.27	481,308.20	176,641.27	304,666.93
Cthouse boilers (2) (inc engineer)*	331,207.20	251,230.20	79,977.00	79,977.00	0.00
Exhibit building	1,191,293.40	1,191,293.40	0.00		0.00
cameras	219,500.00	160,921.87	58,578.13		58,578.13
Upgrade central controls & C pod/Jail	765,832.52	583,509.80	182,322.72	63,029.88	119,292.84
	<u>17,055,675.00</u>	<u>16,253,488.95</u>	<u>802,186.05</u>	<u>319,648.15</u>	<u>482,537.90</u>

*contingency of \$135,170

PILT **100,000.00**

obligations remaining:

YDC security bdgt \$20,929

Headwaters contingency \$135,170



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

ERNE 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, 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 / Bannock County Sheriff

Item to be considered/background:

Discussion related to possible contract with Sharp Performance who handles employee assistance w/PTSD. May require executive session under IC 74-206A(1) (a) and (b). Discussion regarding possible funding for County-wide peer support

How much time will be needed? Meeting date requested:

15 minutes

11/18/25

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:

Tony Manu, Kristi Klauser, Matthew Phillips, Jason Dixon

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

Commissioner Office Only:

Date: 11/18/25 Time: _____

In The Matter of AUTHORIZATION TO)
DISPOSE SURPLUS ASSETS/PROPERTY)

R.S. No 2025-83
November 18, 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 §31-829 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)
Four courtroom 12 ft 9 in benches	

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

Memo

From: Bannock County Commission Office Staff

Date: November 18, 2025

Re: Authorization to dispose documents

Dear Commissioners,

I am requesting authorization from the Bannock County Commissioners to dispose of documents according to the records destruction schedule set forth by the Bannock County Clerk's Office. Please see the list below:

Commission - 2004-2011	Miscellaneous Agreements and Memos
Commission - 2011-2012	Miscellaneous Agreements and letters/Gas Well Construction Project
Commission - 2013	Miscellaneous Agreements and letters/Gas Well Construction Project
Commission - 2017	Indigent Hearings, withdrawals, reconsideration, suspensions
Commission - 2010 - 2017	Indigent Hearings, withdrawals, reconsideration, suspensions

Thank you for your consideration in this matter.



BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chairman

Ernie Moser, Commissioner

Ken Bullock, Commissioner