



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Tuesday, November 18, 2025
Commissioners present:	Ernie Moser and Ken Bullock
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	Jeff Hough
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, Attorney Jonathan Radford, and HR Director Matthew Phillips

Agenda Details

AGENDA	
	Regular Business Meeting (action items)
	Agenda:
1	<ul style="list-style-type: none"> Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)
2	<ul style="list-style-type: none"> 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)
3	<ul style="list-style-type: none"> Kristi Klauser, Auditing, providing an ARPA update (requested 5 minutes) (potential action item)
4	<ul style="list-style-type: none"> 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)
5	RESOLUTIONS AND ORDINANCES (action items): Resolution No. 2025-83 Authorization to Dispose Surplus Assets/Property
6	SIGNATURE ONLY (action items): Permission to Enter Property forms for Lava Ranches Phase 2 Memo to dispose of records
7	CONSENT AGENDA (action items): <ul style="list-style-type: none"> 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 Technology Forms Minutes:

Meeting Notes

- 9:01 AM Moser called the meeting to order and not there was no indigent business.

- 2 9:01 AM Deputy Treasurer Katy Valentine and Chief Deputy Treasurer Misty Katsilometes appeared. The tax roll specials were submitted for approval. Moser moved to approve the specials to be added for the 2025 tax rolls. The motion passed.
- 3 9:03 AM Klauser reviewed ongoing ARPA projects and budgeted funding.
- 4 9:06 AM Chief Deputy Sheriff Alex Hamilton also appeared. 9:09 AM Bullock moved to enter into executive session under Idaho Code §§74-206(1)(a)&(b) regarding personnel. The motion passed by roll call vote. 9:43 AM Moser moved to exit executive session. The motion passed. Discussion ensued on funding for a contract and grants. Bullock moved to approve up to \$30,000 and sign an agreement once received. The motion passed.
- 5 9:46 AM Bullock moved to approve Resolution 2025-83. The motion passed.
- 6 9:47 AM Bullock moved to approved the permission forms for Lava Ranches and the memo to dispose of records. The motion passed.
- 7 9:48 AM Moser reviewed the consent agenda included a check request form and alcohol licenses. Bullock moved to approve the items on the consent agenda. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved specials for tax roll.	Treasurer
Approved entry/exit executive session – personnel and contract with Sharp Performance up to \$30,000.	Sheriff
Approved Resolution No. 2025-83 Authorization to Dispose Surplus Assets/Property.	Clerk
Approved Lava Ranches fuels reduction permission forms.	OEM
Approved disposal of records.	Resolution
Approved consent agenda.	Clerk/Auditing

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