



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Tuesday, December 9, 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, HR Director Matthew Phillips, and Attorney Jonathan Radford

Agenda Details

AGENDA	
	Regular Business and Claims Meeting (action items)
	Agenda:
1	• 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	• Christopher Robinson, requesting signature on Quit Claim Deeds correcting legal descriptions around Hawkins Reservoir (requested 10 minutes) (action item)
3	• Julie Hancock, Elections, regarding signature on Canvass of Votes for Election held on December 2, 2025 (requested 10 minutes) (action item)
4	• Anita Hymas, Assessor, seeking signature on 2025 Property Tax Roll Tax Cancellation Requests (requested 5 minutes) (action item)
5	• Matt Olsen, Juvenile Justice, requesting signature on revised Passthrough Funds Recipient Agreement with the Idaho Department of Juvenile Corrections (requested 5 minutes) (action items)
6	• Ashley Bringham, D6 Treatment, regarding an Independent Contractor Agreement for Professional or Consultant Services (requested 10 minutes) (action item)
7	• Kiel Burmester, Public Works, providing a monthly Public Works update (requested 10 minutes) (action item)
8	• Shanda Crystal, Procurement, seeking (1) signature on Independent Surveyor Agreement, and (2) providing a Procurement update (requesting 5 minutes) (action item)
9	• Ratify Parade Permit for the Annual Pearl Harbor Remembrance (action item)
10	• Ian Johnson, Prosecutor, requesting a discussion pertaining to personnel with possible Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (requested 5 minutes) (action item)
11	SIGNATURE ONLY (action items): Quit Claim Deed Commissioners' Proceedings for November 2025 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 • Mileage and Travel Approvals • Minutes: Approval of and signature on certification of meeting minutes from December 2, 2025

Meeting Notes

- 1 9:01 AM Hough called the meeting to order. There were no indigent cases.
- 2 9:01 AM Wade Egan appeared and reviewed properties near Hawkins Reservoir owned by Bannock County, Potter Creek and Marsh Center Irrigation Company. The original legal descriptions are lacking. A surveyor was hired and proposed quit claim deeds to correct some discrepancies. Radford explained this is settling a civil dispute of property boundaries.
9:08 AM Assessor Anita Hymas and Cadastral Coordinator Jeremy Messick were invited to the table. Messick has reviewed the surveyor's documents and agreed the legal description does not match what is on the ground with approximately 110-foot difference. The quit claim deeds will solve the issue. Moser moved to approve quit claim deeds correcting legal descriptions around Hawkins Reservoir. The motion passed.
- 3 9:11 AM Hancock reviewed the December 2 election. Bullock moved to accept the results of the election. The motion passed.
- 4 9:12 AM Hymas reviewed the cancellation requests. Hough moved to approve the requests. The motion passed.
- 5 9:14 AM Chief Juvenile Probation Officer Todd Mauger appeared. The agreement signed in September contained language for passthrough funds from the lottery. IDJC is requesting a revised contract as they don't oversee lottery funds. Bullock moved to authorize signature. The motion passed.
- 6 Rescheduled.
- 7 9:35 AM Updates were given for Public Works departments.
- 8 9:17 AM Subdivision Planner Alisse Foster was also present. Crystal recommended a Survey Review Roster contract with Matthew S. Baker. Moser moved to approve the agreement. The motion passed.
9:18 AM Crystal gave updates on open solicitations.
- 9 9:21 Hough moved to ratify the parade permit application. The motion passed.
- 10 9:23 AM Hough moved to enter into executive session under Idaho Code §74-206(1)(a)&(b) regarding personnel. The motion passed by roll call vote. 9:30 AM Johnson exited and Burmester and Romriell entered. 9:35 AM Hough moved to exit executive session. The motion passed.
- 11 9:50 AM Bullock moved to approve the deeds and publication of proceedings. The motion passed. Bullock moved to approve the items on the consent agenda. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Quit claim deeds were signed to clean up property boundaries near Hawkins Reservoir.	Assessor/GIS
Canvass of Votes for December 2 election accepted.	Elections
Tax cancellation requests granted.	Assessor/Treasurer/Resolution
Revised Passthrough Funds Recipient Agreement with IDJC was approved.	Juvenile
Matthew S. Baker was added to the Survey Review Roster by contract.	Planning/Procurement

Parade permit application was approved/ratified for Pearl Harbor Remembrance.	Veterans
Executive sessions held to consider personnel matters.	Clerk
Claims agenda items, quit claim deed, and publication notice for proceedings were approved.	Auditing/Clerk

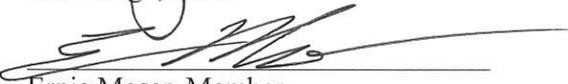
**BOARD OF BANNOCK COUNTY COMMISSIONERS
MINUTES CERTIFICATION**

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 December 2, 2025, as approved during the meeting of December 9, 2025.

BOARD OF BANNOCK COUNTY COMMISSIONERS



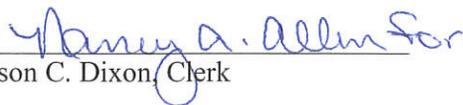
Jeff Hough, Chair



Ernie Moser, Member

Ken Bullock, Member

ATTEST:



Jason C. Dixon, Clerk