



# MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

## Meeting Details

Date of Meeting:	Thursday, December 18, 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	
	Business and Claims Meeting (action item)
	<b>Work Session Agenda:</b>
1	<ul style="list-style-type: none"> <li>Commissioners seeking to discuss a property issue with possible Executive Session under Idaho Code §74-206(1)(d) to consider records that are exempt from disclosure as provided in <a href="#">chapter 1, title 74</a>, Idaho Code with potential action following adjournment of Executive Session (requested 10 minutes) (action item)</li> </ul>
2	<ul style="list-style-type: none"> <li>Kevin Sonico, Idaho Transportation Department, seeking signature on a Cooperative Agreement (requested 5 minutes) (action item)</li> </ul>
3	<ul style="list-style-type: none"> <li>Daniel Kendall, Chief Building Officer, providing a monthly facilities update</li> </ul>
4	<ul style="list-style-type: none"> <li>Emma Iannacone, Public Information Officer, reviewing 2025 Household Hazardous Waste Season (requested 5 minutes) (action item)</li> </ul>
5	<ul style="list-style-type: none"> <li><b>(AMENDED to make potential Executive)</b> Scott Crowther, Event Center/Wellness Complex, seeking to discuss a letter from the Idaho Department of Water pertaining to the potential Curtailment for Ground Water Rights Junior to August 15, 1952 and how to move forward with possible 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 with potential action following adjournment of Executive Session (requested 10 minutes) (action item)</li> </ul>
6	<ul style="list-style-type: none"> <li>Kiel Burmester, Public Works, seeking review of and signature on Cooperative Forest Road Agreement (requested 5 minutes) (action item)</li> </ul>
7	<ul style="list-style-type: none"> <li>Kristi Klauser, Auditing, request to sign lease documents for landfill compactor; sales agreement was signed on 11/20/25 (requested 5 minutes) (action item)</li> </ul>
8	<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> <li>Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&amp;(b) regarding personnel with potential action following adjournment of Executive Session</li> <li>Payroll Report</li> <li>Alcohol Licenses and Permits</li> <li>Certificate of Residency Approval</li> <li>Mileage Reimbursement Requests</li> <li>Technology Request Form</li> <li>Memorandum Authorization for Accounts Payable</li> </ul>

• Cardholder User Agreement and Authorization
9 Bid Opening for Request for Qualifications for Master Planning Services (action item)

## Meeting Notes

- 1 9:01 AM Hough called the meeting to order. Moser moved to approve the amended agenda. The motion passed.
- 2 9:01 AM Lexi Jorgenson appeared and requested a cooperative agreement for the Park Lawn to Siphon project. Highway 91 is being widened and ITD needs this permission to tie in Briscoe Road. 9:02 AM Public Works Director Kiel Burmester appeared and recommended approving the agreement as that section is under state jurisdiction. Moser moved to approve the agreement. The motion passed.
- 3 9:04 AM Kendall gave department updates.
- 4 9:12 AM Management Assistant Aubri Lewis and Landfill Manager Dillon Evans also appeared. Iannacone gave updates on the past year for the Hazardous Waste Days.
- 5 9:34 AM Hough moved to enter into executive session under Idaho Code §74-206(1)(d) and (f) to consider records that are exempt from disclosure and communicate with legal counsel on two separate issues. The motion passed by roll call vote. 10:12 AM Hough moved to exit executive session. The motion passed.
- 6 9:25 AM Chris Colt with the Forest Service also appeared. Burmester reviewed this is the five year agreement to work together. Moser moved to approve the agreement. The motion passed.
- 7 9:33 AM Klauser reviewed the lease documents. Hough moved to approve the lease. The motion passed.
- 8 10:16 AM Bullock moved to approve the items on the consent agenda. The motion passed.
- 9 10:12 AM Procurement Officer Shanda Crystal appeared. Hough reviewed the solicitation for Master Planning RFQ. The bids were unsealed. Hough read responses were received from:
  - Breckon Land Design
  - FFKR Architects
  - Heco Engineers
  - Rodney Evans + Partners
  - SZABO Landscape Architecture
 Moser moved to accept the responses for review. The motion passed.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Agenda amendment accepted.	Clerk
Cooperative Agreement entered with ITD for Hwy 91 widening project.	Public Works
Executive sessions held to communicate with legal counsel and for consideration of exempt records.	Clerk
Cooperative Forest Road Agreement approved.	Public Works
Lease documents signed for landfill compactor.	Landfill/Auditing
Consent agenda items approved.	Clerk/Auditing
Qualifications responses accepted for review from Beckon Land Design, FFKR Architects, Heco Engineers, Rodney Evans + Partners, and SZABO Landscape Architecture on Master Planning Services.	Procurement/Parks & Rec