



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Tuesday, December 23, 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 and Comptroller Kristi Klauser

Agenda Details

AGENDA	
	Regular Business and Claims 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	BOARD OF AMBULANCE DISTRICT <ul style="list-style-type: none"> Ryan O’Hearn, Pocatello Fire Chief, presenting a quarterly update Tyson Koester, Lava Hot Springs Chamber of Commerce, requesting approval on an Ambulance Stand-by Fee Waiver for the Winter Festivity on February 7, 2026 (action item)
3	BOARD OF COUNTY COMMISSIONERS <ul style="list-style-type: none"> Tyson Koester, Lava Hot Springs Chamber of Commerce, seeking approval of and signature on a fee waiver for the portable bleachers for the Winter Festivity on February 7, 2026 (requested 5 minutes) (action item)
4	<ul style="list-style-type: none"> Shanda Crystal, Procurement, regarding (1) a request for signatures on two change orders with Headwaters Construction and, (2) to provide a procurement update (requested 10 minutes) (action item)
5	<ul style="list-style-type: none"> Kristi Klauser, Auditing, requesting a signature (1) on the 2025 Annual Road and Bridge Financial Report, (2) Grant Assessment for Underage Alcohol Grant and (3) on Fiscal Year 2025 vessel report (requesting 5 minutes) (action item)
6	<ul style="list-style-type: none"> Approval of the Bannock County Board of Commissioners Quarterly Jail Inspection report executed on December 16, 2025, per Idaho Code §20-622 (action item)
7	RESOLUTIONS AND ORDINANCES (action items): Resolution No. 2025-89 Authorizing the Destruction of Records Resolution No. 2025-90 Approving Tax Cancellation Requests
8	CONSENT AGENDA (action items): <ul style="list-style-type: none"> Board of Ambulance District: Invoices and Commissioner Report Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications 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 Memorandum Authorization for Accounts Payable Cardholder User Agreement and Authorization Manual Checks Mileage and Travel Approvals

- Minutes: Approval of and signature on certification for meeting minutes for December 16 and 18, 2025

Meeting Notes

- 9:00 AM Hough called the meeting to order. Community Resources and Advocacy Director Shantal Laulu presented applications for cremation assistance for case numbers 20260007, 20260009, and 20260008. Moser moved to deny case numbers 20260007 and 20260009, approve case number 20260008, and authorize signature on the releases of lien. The motion passed.
- 9:02 AM Hough moved to enter into the Ambulance District. The motion passed. Tyson Koester also appeared to request an ambulance standby fee waiver. O’Hearn reviewed standby requests and handling population surge capacity with staffing an additional ambulance. The estimated hard costs are \$780. The total for the event would be \$2,040 and the requested consideration is to waive \$1,260. Hough moved to charge the hard costs of \$780 and waive the remaining. The motion passed.
9:14 AM O’Hearn reviewed stats for South County service, challenges, benefits for ALS in McCammon, volunteers, funding, call concurrency, and work group goals.
9:47 AM Hough moved to exit the Ambulance District. The motion passed.
- 9:47 AM Business Manager and Event Director Scott Crowther was also present. Koester requested a fee waiver to use bleachers. They will transport. Bullock moved to approve the request. The motion passed.
- 9:51 AM Facilities Director Dan Kendall appeared. Crystal reviewed change orders for Headwaters Construction. Moser moved to approve change orders 12 and 13. The motion passed.
9:54 AM Crystal gave updates on procurement projects.
- 9:59 AM Klauser reviewed Road and Bridge report. Hough moved to approve the report. The motion passed.
10:00 AM Klauser reviewed the mini grant for underage drinking enforcement. Moser moved to approve the grant. The motion passed.
10:01 AM Klauser reviewed the waterways report. Hough moved to approve the vessel report. The motion passed.
- 10:04 AM Moser commented staff does a great job. Bullock moved to approve the Jail Inspection Report. The motion passed.
- 10:05 AM Hough moved to approve Resolution Nos. 2025-89 and 90. The motion passed.
- 10:05 AM Bullock moved to approve the items on the consent agenda. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Cremations assistance was approved for case 20260008 and denied for cases 20260007 and 20260009. Releases of lien were signed.	Indigent
Ambulance District Board granted partial fee waiver to Lava Hot Springs Chamber of Commerce for Ambulance Standby at Winter Festivity.	Ambulance
Fee waiver granted to Lava Hot Springs Chamber of Commerce for bleacher rental for Winter Festivity.	Parks & Rec
Change orders 12 and 13 for Headwaters Construction were signed.	Procurement/Facilities
2025 Annual Road and Bridge Financial Report approved.	Public Works/Auditing
Application for Underage Alcohol Grant approved.	Sheriff/Grant Team

FY2025 Vessel Report approved.	Auditing
Quarterly Jail Inspection Report approved.	Sheriff/Commission
Resolutions 2025-89 Authorizing the Destruction of Records and 2025-90 Approving Tax Cancellation Requests were passed.	Clerk
Consent agenda items reviewed and approved.	Auditing/Clerk

RESOLUTION

WHEREAS, Idaho Code §31-871 requires the Board of County Commissioners to authorize destruction of records that are not required as permanent records and that have met the minimum retention period provided by the retention schedules and are no longer required by law or for county business; and

WHEREAS, the Commissioners' Office has requested destruction of records that have exceeded their minimum retention according to the retention schedule, or have been scanned and saved to a permanent location; and

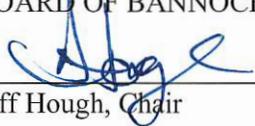
WHEREAS, Idaho Code §31-871(2) states records may only be destroyed by resolution of the Board of County Commissioners after regular audit and upon the advice of the prosecuting attorney;

NOW, THEREFORE, BE IT RESOLVED that the Commissioners' Office is authorized to destruct the original paper records listed below:

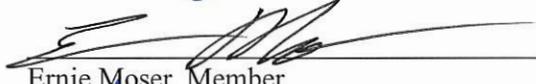
- 2000: Indigent records, Juvenile training documents, Planning miscellaneous documents, procurement documents, tort claims, and GIFF records
- 2003: miscellaneous Planning documents, Indigent, Fire District, Juvenile, property, and Fair Board agendas
- 2005: Veterans

and that such destruction occur under the supervision of the Bannock County Clerk.

BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair

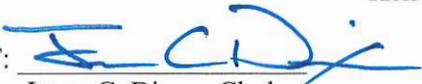


Ernie Moser, Member



Ken Bullock, Member

ATTEST:



Jason C. Dixon, Clerk

RESOLUTION

WHEREAS, requests for cancellation of taxes were considered on December 16, 2025; and

WHEREAS, these cancellation requests have been reviewed pursuant to Idaho Code §§63-711, 63-1302, 63-1303 and 63-1304;

NOW, THEREFORE, BE IT RESOLVED that the County Tax Collector, Jennifer Clark, is hereby authorized and directed to cancel the following on the tax rolls as listed by year:

- (1) At the request of Assessor Anita Hymas, in a letter dated December 16, 2025, for cancellation of **market value** for the **2024 and 2025** tax year.

PARCEL NO.	OWNER	EXPLANATION	VALUE TO BE CANCELLED
2025			
MHMHPHC002001	Kugler, Terri	Cat 65 missing H for HEX	\$14,130
RPRPCR2000301	City of Pocatello	Acquired by City of Pocatello	\$19,750
RPRPTH1000100	Salvation Army	Correction from Non-Profit Exemption	\$319,234
RPRPOC124800	Central Christian Church	BOCC Exemption not applied	\$204,532
RPRPOC025400	Brown, William	HEX should be 100%	\$48,159
2024			
MHMHOHC002001	Kugler, Terri	Cat 65 missing H for HEX	\$17,945

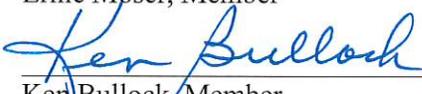
BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST:


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 December 16 and 18, 2025, as approved during the meeting of December 23, 2025.

BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST:



Jason C. Dixon, Clerk