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Commissioners' Agenda

The Board of County Commissioners (BOCC) is comprised of the three elected County Commissioners: Ernie Moser (District 1, Chair), Jeff Hough (District 2), and Ken Bullock (District 3). The BOCC generally meets twice a week: regular business meetings are on **Tuesdays at 9:00 a.m.** and work sessions are on **Thursdays at 9:00 a.m.** Meetings are generally held in the Commissioner's Chambers at 624 E Center, Room 212, Pocatello, Idaho, unless otherwise noted. During these meetings, the BOCC may: approve contracts, expend funds, hear testimony, make decisions on land use cases and take care of other County matters, and are open to the public.

Times subject to change within 15 minutes of stated time.

Tuesday, February 11, 2025

9:00 AM Business Meeting (action items)

BOARD OF COMMISSIONERS

Agenda:

- Scott Crowther, Business Manager and Event Director, seeking signature on a Sponsorship Agreement (action item)
- Shanda Crystal, Chief Procurement Officer, requesting to discuss a recommendation to award the County Bulk Fuel Invitation to Bid (requested 5 minutes) (action item)
- Discussion pertaining McCammon Cemetery

RESOLUTIONS AND ORDINANCES (action items):

Resolution 2025-11 Approving January 2025 Alcohol Licenses

Resolution 2025-12 Approving January 2025 Salaries

Resolution 2025-13 Authorization and Order to Reallocate Funds

LETTERS AND NOTICES (action items):

SIGNATURE ONLY (action items):

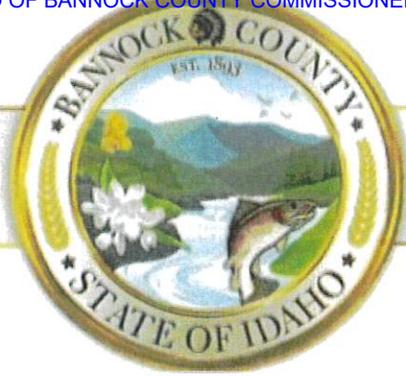
Letter Upholding Transfer of Development Rights

Commissioners' Proceedings for January 2025

License Agreement School District 25

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
- Technology Forms
- Minutes: Approval of Meeting Minutes for January 31 and February 4, 2025, and Certification of Said Minutes



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

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:

Event Center

Item to be considered/background:

Signatures on 2024 Summer Concert Series Sponsorship Agreement

How much time will be needed? Meeting date requested:

3 minutes

2/11/25

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:

Scott Crowther & Chaney Nielsen

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

Commissioner Office Only:
Date: 2/11/25 Time: _____



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

ERNE MOSER
 Commissioner
 1st District

JEFF HOUGH
 Commissioner
 2nd District

JOHN CROWDER
 Commissioner
 3rd District

AGENDA REQUEST FORM

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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:

Shanda Crystal/Chief Procurement Officer

Item to be considered/background:

Request to discuss a recommendation to award the County Bulk Fuel Invitation to Bid.

How much time will be needed? Meeting date requested:

5 minutes

2/11/25

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:

Buddy Romriell

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

Commissioner Office Only:	
Date: <u>2/11/25</u>	Time: _____



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 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:

Jeff Hough

Department:

Commission

Requestor Email:

Commission@bannockcounty.us

Item(s) to be considered:

Discussion about McCammon Cemetery

Date of meeting being requested:

02/11/2025

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:

Jonathon Radford

In the Matter of APPROVING)
JANUARY 2025 ALCOHOL LICENSES)

R.S. No. 2025-11
February 11, 2025

RESOLUTION

WHEREAS, in the month of January 2025, the following have applied for the following licenses and have been issued permits by the District Health Department and do not have any disqualifications;

NOW, THEREFORE, BE IT RESOLVED that the following applications for licenses/permits be approved.

DATE APPROVED	LIC #	TOTAL	OWNER/APPLICANT	DBA/Event
01/31/2025	ABW2025-002	\$20.00	Janet Mancilla	Family Party

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Member

Ken Bullock, Member

ATTEST: _____
Jason C. Dixon, Clerk

In the Matter of APPROVING)
 JANUARY 2025 SALARIES)

R.S. No. 2025-12
 February 11, 2025

RESOLUTION

WHEREAS, salary approval forms, for the month of January 2025, have been submitted for approval by the Board of County Commissioners;

NOW, THEREFORE, BE IT RESOLVED that the following salaries are approved by the Board:

Date Approved	Name – Reason for Change Department – Position	Salary & Effective Date
01/02/2025	Ward Bowman – Part-time OVW Grant – Part-time High Risk Probation Officer	\$22.54/hr 01/06/2025
01/07/2025	Rebecca Green – Replacing Diane Zitterkopf Clerk of the Court – Sr. Administrative Assistant/Courts	\$17.20/hr 01/13/2025
01/07/2025	Aimee Holder – Replacing Michael Coito Sheriff – Deputy Criminal Division	\$26.35/hr 01/25/2025
01/07/2025	Nevaeh Christensen – Replacing Jennefer Shepherd District Court – Judicial Enforcement Officer	\$18.41/hr 01/13/2025
01/09/2025	Brian Hansen – Completed Introductory Period Jail – Deputy Detention Division	\$23.52/hr 02/05/2025
01/09/2025	Scott Pearson – Replacing Matthew Glover Prosecutor – Sr. Deputy Prosecuting Attorney	\$3,679.20/biweekly 01/27/2025
01/14/2025	Monte Steele – Training Noxious Weed – Noxious Weed Control Operator (temp)	\$17.05/hr 01/08/2025
01/21/2025	Idalis Yazzie – Replacing Nevaeh Christensen Clerk of the District Court – Sr. Administrative Assistant – Deputy Clerk Courts	\$17.20/hr 01/27/2025
01/31/2025	Stefanee Welker – Replacing Jenny Clough Adult Probation & Pretrial – PT Administrative Assistant	\$16.07/hr 02/10/2025
01/31/2025	Christine Pethel – Replacing Jadrienne Stalder Prosecutor – Sr. Administrative Assistant	\$17.20/hr 02/10/2025
01/31/2025	Hayden Klauser – Replacing Conrad Glodo Jail – Deputy Detention Division	\$23.52/hr 02/10/2025
01/31/2025	Madison Silcock – Replacing April Scism Sheriff – Communication Specialist	\$23.00/hr 02/10/2025

BOARD OF BANNOCK COUNTY COMMISSIONERS

 Jeff Hough, Chair

 Ernie Moser, Member

 Ken Bullock, Member

ATTEST: _____
 Jason C. Dixon, Clerk

In the Matter of AUTHORIZATION AND)
ORDER TO REALLOCATE FUNDS _____)

R.S. No. 2025-13
February 11, 2025

RESOLUTION

WHEREAS, a request was considered to reallocate funds to cover a cell phone stipend not originally budgeted for; and

WHEREAS, Idaho Code §31-1508 permits reallocation of money that has become inoperative for the purpose for which the fund was created; and

WHEREAS, this reallocation will not impact the budget negatively;

NOW THEREFORE, BE IT RESOLVED that the Auditor’s Office is hereby authorized and ordered to reallocate funds in the following budget lines:

Fiscal Year 2025:

To Line:	110105-40705	Amount:	\$ 320
From Line:	110105-40200	Amount:	\$ 320

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Member

Ken Bullock, Member

ATTEST: _____
Jason C. Dixon, Clerk

BOARD OF BANNOCK COUNTY COMMISSIONERS' PROCEEDINGS – January 2025

The following is a synopsis of proceedings, pursuant to Idaho Code §31-819, of the Board of Bannock County Commissioners for January 2025, to wit, of which a complete set of minutes is on file at the Bannock County Clerk's Office, Pocatello, Idaho, or can be found online at www.bannockcounty.gov.

Jan 2: Approved Commission report and salary form. Approved easement to City of Chubbuck. Approved bleacher rental and partial fee waiver for Lava Hot Springs Chamber of Commerce. Approved leave without pay. Approved contract with IDJC for D6 services. Approved signature for vehicle titles. Approved notice of trespass.

Jan 7: Approved entry/exit executive session – legal/personnel/exempt records. Approved expedited check to ISU for forensic project. Approved offer for case number 20110199 and cremation assistance for case number 20250016; and denied application for case number 20250017. Approved entry/exit Board of Ambulance and requesting time extension for AFG grant. Approved Q4 unemployment report. Approved Resolutions 2025-01 Approving December 2024 Alcohol Licenses; 2025-02 Approving December 2024 Salaries; and 2025-03 Self-Certification to Increase Micro-Purchase Threshold for Federal Funds. Approved December 2024 Commissioner proceedings publication. Approved invoices, salary forms, and minutes. Approved opening/closing public hearing and transfer of development rights for Tobias.

Jan 9: Approved invoices, reports, salary forms, certificates of residency, and payroll report. Approved support letter for Pocatello project. Approved disposal of filing cabinets. Approved Idaho Federal Surplus Property Utilization Questionnaire and CM Company Change Order #4. Approved signature on Chubbuck facility use request.

Jan 14: Approved appointing Commissioner Hough as chair of Board. Approved Prime Time auction of abandoned property. Approved jail inspection report. Approved tower site lease with Day Wireless. Approved utility easement adjustment with Idaho Power. Approved Daida to destroy files that are digitized. Approved Resolutions 2025-4 Designating County Roads for State Reimbursement and 2025-5 Authorization to Dispose Surplus Assets/Dispose. Approved destruction of Sheriff records. Approved authorizations for AP and cardholder new Commissioner. Approved salary forms and minutes. Approved entry/exit public hearing and to validate Garden Creek Road.

Jan 16: Approved commission report/invoices, intern form, check request, and accounts payable memo. Approved entry/exit Board of Ambulance and grant disbursement. Approved contract with Carbonhouse. Approved contract amendment with AverHealth and change order with Pro Builders. Approved entry/exit BOE. Denied hardship requests from Murillo and Pinto.

Jan 21: Approved entry/exit executive sessions – personnel and exempt records. Approved subordination agreement for case number 20200214 and cremation assistance for 20250018. Approved three people for appointment to ag probation board. Approved tax cancellation requests. Approved awarding service weapon to deputy and agreement for Lava Hot Springs event. Approved letter of delegation for Apple Inc. Approved sale of bulletproof vest to Power County. Approved Teton West change order; agreement with Sign Up; and agreement with Divine Window. Approved site agreement for AmeriCorps and Urban Institute evaluation. Approved Resolutions 2025-06 Appointing Chair of the Board of County Commissioners; 2025-

07 Authorizing the Destruction of Records; and 2025-08 Validating Garden Creek Road As A Public Right-of-Way. Approved salary form and minutes.

Jan 23: Approved Commission report, invoices, and payroll report. Approved entry/exit Board of Ambulance and fee waiver for state wrestling tournament. Approved contracts for Donor Connect, ISU Physics, and Pocatello Downs. Approved drug court staff training with opioid funds. Approved contract with Robobem PREA Auditing. Approved round-trip mileage for personal vehicle. Approved copier bill payment and negotiate for termination of contract. Approved publication for Title III funds. Approved leave without pay.

Jan 31: Approved Commission report, invoices, salary form, and alcohol license. Approved entry/exit executive session – personnel. Approved gift of property. Approved SCAAP award acceptance. Approved comp time accrual. Approved agreement with Knowledge City. Approved Title III report. Approved publication notices.

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Member

Ken Bullock, Member

Attest: _____
Jason C. Dixon, Clerk

Published: February 15, 2025


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

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Requestor Name:

Julie Hancock

Department:

Elections

Requestor Email:

julieh@bannockcounty.us

Item(s) to be considered:

Rental Agreement/Building Usage for School District 25 for the 2025 Election Calendar

Date of meeting being requested:

02/11/2025

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?
 Agreement

Contract/Agreement Begin Date:

05/19/2025

Contract/Agreement End Date:

11/05/2025

List of additional attendees:

2025/02/04 08:16:22 1/74

FROM

TO

Name: Tonya Walton

Phone: 2082323563 Fax: 2082353280

2082367424

E-mail: waltonto@sd25.us



Sent: 2/4/25

at: 8:16:22 AM

4 page(s) (including cover)

Subject: Bannock County Elections 2025 Rental Agreement.

Comments:

Please sign pages 1&3, and return to me.

Thank you,

TONYA WALTON

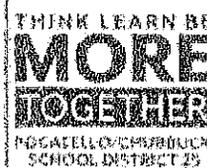
Business Office

Administrative Assst

waltonto@sd25.us

Office: 208-235-3270

www.sd25.us



2025/02/04 08:16:22 2/4



**POCATELLO/CHUBBUCK
SCHOOL DISTRICT NO. 25
Bannock County, Idaho**

**3115 Pole Line Road – Phone 232-3563
Pocatello, Idaho 83201-6119**

LICENSE APPLICATION

NAME: Julie Hancock / Ernie Moser

DATE: 02/03/2025

ADDRESS / PHONE: 208-236-7329 / 208-236-7424 - Fax

ORGANIZATION: Bannock County Elections

FACILITY REQUESTED: See Below

SPECIFIC AREA TO BE USED: See below for area

(ONLY AREA NAMED ABOVE WILL BE AVAILABLE)

DATE 5/19/25, 11/3/25

TIME Set up only

DATE 5/20/25, 11/4/25

TIME 7:00 am to 10:00 pm - Tuesday

DATE 5/21/25, 11/5/25

TIME Pick up only

DATE

TIME

PURPOSE OF MEETING AND ACTIVITIES DURING LICENSE PERIOD:

Elections - 2025
CHUBBUCK - Gym / ELLIS - Gym / GREENACRES - Gym / INDIAN HILLS - Module / JEFFERSON - Gym / LEWIS &
CLARK - Foyer / LINCOLN - Gym / SYRINGA - Computer Lab / TENDOY - Gym / TYHEE - Music Room / WILCOX - Gym

BREAKDOWN OF TIMES AND EVENTS:

PROJECTED LICENSE FEE(S)

HOURS:

ADMIN. FEE:

BUILDING FEE:

CUSTODIAN FEE PER HOUR:

PROJECTED TOTAL: NC Estimated

TOTAL:

TOTAL:

ADDITIONAL EQUIPMENT REQUIRED:

2 Tables and 9 chairs

SPECIAL INSTRUCTIONS:

Chubbuck, Tendoy, & Greenacres - Call Adam Soransen (223-2049) for assistance.

These buildings will not have a custodian on duty in the evening. The above employees will close and secure the buildings. Do not leave facility without the above employee on site.

AUTHORIZED SIGNATURE _____

DATE: 2/11/25

NAME: Ernie Moser, Bannock County Commissioner

TITLE: Jeff Hough

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Pocatello/Chubbuck
School District No. 25
Bannock County, Idaho

LICENSE AGREEMENT

THIS LICENSE AGREEMENT is effective as of 5/19-5/21/25, 11/3-11/5/25, by and between Julie Hancock / Bannock County Elections / Multiple Locations, referred to hereafter as "Licensee," and **SCHOOL DISTRICT NO. 25, BANNOCK COUNTY, IDAHO**, herein referred to as "Licensor."

The parties hereby agree as follows:

1. **Application.** Licensee has applied to Licensor for a license to use certain facilities and/or equipment owned by Licensor. The facility, or portion thereof, ("Premises") that Licensee has requested to use is identified in the written application ("Application"), which is attached to this License Agreement. Included with the Premises is the equipment or other personal property (collectively, the "Equipment") that is identified in the Application. Hereafter Premises shall mean that portion of the facility identified in the Application.
2. **Grant of License.** Licensor hereby grants to licensee a license to use the Premises. The Premises shall be occupied and used by Licensee, and Licensee's guests, members and invitees only during the license period and only for those purposes that are more described in the Application.
3. **No Assignment.** Licensee shall not assign this license without the prior written consent of Licensor.
4. **No Alterations.** Licensee shall not make any alterations or additions to the Premises without Licensor's written consent.
5. **Payment.** Licensee shall pay fifty percent (50%) of the Projected License Fee(s), as set forth in the Application. If at the end of the license period, it happens that the Actual License Fee exceeds the amount already paid, Licensee agrees to immediately pay the difference to Licensor. If on the other hand, if Actual License Fee is less than the amount already paid, Licensor shall promptly refund the difference to Licensee.
6. **Notice.** Any notices and communications between the parties for the purpose of complying with or enforcing the terms of this agreement shall be in writing and delivered to the other party either personally or by certified mail, return receipt requested at the addresses provided in the Application. Notices to Licensor shall be in care of Rentals Clerk, School District No. 25. Notice to Licensee shall be considered complete upon receipt, unless the recipient ignores or refuses to sign for the certified letter in which event, notice shall be deemed to be complete upon attempted delivery by the post office.
7. **Injury/Damage Notification.** Licensee shall immediately notify Licensor of any conduct or circumstances which bring about an injury to persons or tangible property, describing the injury or damage, stating the time and place the injury or damage occurred, and stating the names of all persons involved.
8. **Care of Premises.** Licensee shall take good care of the Premises and at the expiration of the license period or other termination of the term, shall surrender the Premises in as good condition as reasonable use will permit. In the event of injury or damage to the Premises by any cause, the Licensee shall immediately notify Licensor of such damage. Should the Premises, or any portion or part thereof be damaged or destroyed through the negligence, neglect or fault of the Licensee, the Licensee will, at its cost and expense, repair and replace all such damaged or destroyed property.
9. **Indemnification.** Licensee shall hold the Licensor harmless, and indemnify Licensor, against any and all claims, liabilities, damages, losses, accidents, or causes of accidents that may be sustained to persons or property resulting from the occupancy and use of the above-described Premises by the Licensee. Licensee, however, shall not be required to indemnify Licensor for damages caused by Licensor's own negligence. Notwithstanding the cause of action, the liability of Licensee is at all times herein strictly limited and controlled by the provisions of the Federal Tort Claims Act ("FTCA"), 28 U.S.C. §§ 1346(b)(1), 2671-80, as now or hereafter amended. Nothing in this Agreement shall be construed as a waiver of the protections of said Act.
10. **Insurance Compliance.** Licensee shall not do or permit anything to be done in said premises, or bring or keep anything therein which shall in any way increase the rate of fire insurance on the Premises or personal property, or conflict with the regulations of the fire department or fire loss ordinances or with any insurance policy upon said Premises.
11. **Staff.** Licensee shall furnish and suitably station adequate personnel to supervise all activities reasonably expected to be conducted on the Premises to particularly protect against the following.

2025/02/04 08:16:22 4 / 4

- a. Traffic of people to any part of the facility excluded from, but adjoining to, the Premises.
 - b. Loss or damage to the Premises.
 - c. Injury or damage to any persons or property that may come upon or occupy or use the Premises.
12. **Cancellation and Unforeseen Contingencies.** It is mutually agreed that either party may terminate this agreement upon 72 hours notice, oral or in writing, in advance. Furthermore, if within 72 hours of the scheduled commencement of the license period, said Premises, by reason of fire, action of elements, catastrophe, or any other cause beyond the control of the Licensor, are not available for use by the Licensee for the license period, Licensor shall not be liable to the Licensee for any damage, expense, or any other loss incurred as a result of such cancellation.
13. **Violation of Agreement.** If Licensee violates this License Agreement in any respect, then Licensor may in its sole discretion take full and absolute possession of premises and deny any future license to said Licensee.
14. **Food and Beverages.** Food and soft drinks may only be served within the confines of the dining, kitchen, and other designated areas (i.e., concessions area). Under no circumstances shall alcoholic beverages be brought to or consumed on the school property.
15. **Change of Agreement.** This agreement may not be changed orally, but only by an agreement in writing and signed by the part against whom enforcement of any waiver, change, modification, or discharge is sought.
16. **Governance.** This agreement shall be governed by the State of Idaho.
17. **Provisions.** In the event any provision of this agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this agreement.

IN WITNESS WHEREOF the parties have executed this agreement on the dates recited below.

LICENSOR:

School District No. 25
Bannock County, Idaho

By: Jolene Smith Date: 2/3/25
Name: Jolene Smith
Title: Business Services Supervisor

Attest: Janyla Warton Date: 2/3/25

LICENSEE:

By: _____ Date: 2/7/25
Name: Jeff Hough
Title: Commissioner, Chairman

Attest: _____ Date: _____

Revised: 070914.sm

**BOARD OF BANNOCK COUNTY COMMISSIONERS
MINUTE CERTIFICATION**

We, the Board of Bannock County Commissioners, hereby certify approval of the minutes of the Bannock County Commissioners' meetings inclusive of the dates of January 31 and February 4, 2025, as approved during the meeting of February 11, 2025.

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Member

Ken Bullock, Member

ATTEST:

Jason C. Dixon, Clerk



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Friday, January 31, 2025
Commissioners present:	Ernie Moser, Jeff Hough, and Ken Bullock
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Shantal Lauulu, Comptroller Kristi Klauser, and Attorney Jon Radford

Agenda Details

AGENDA	
1	<p>Claims Meeting and Work Session (action item)</p> <p>Claims Agenda (action items):</p> <ul style="list-style-type: none"> • Board of Ambulance District: Invoices and Commissioner Report • 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 • Mileage Reimbursement Requests • Technology Request Form • Memorandum Authorization for Accounts Payable • Cardholder User Agreement and Authorization <p>Work Session Agenda (action items):</p>
2	<ul style="list-style-type: none"> • Ian Johnson, Prosecutor, presenting an exceptional placement for applicant with possible Executive Session under Idaho Code §74-206(1)(a) regarding personnel with potential action following adjournment of Executive Session (requested 15 minutes) (action item)
3	<ul style="list-style-type: none"> • Debbie Buehler, regarding a request to transfer ownership of parcel ID RPR4015003409 to the County (requested 5 minutes) (action item)
4	<ul style="list-style-type: none"> • Nancy Allen, Administrative Manager, seeking acceptance of the BJA FY24 State Criminal Alien Assistance Program award (requested 5 minutes) (action item)
5	<ul style="list-style-type: none"> • Shanda Crystal, Chief Procurement Officer, seeking to provide a procurement update
6	<ul style="list-style-type: none"> • Matthew K. Phillips, Human Resources and Risk Management Director, requesting (1) approval for the HR director to e-sign an annual Terms and Conditions of Use with Knowledge City; (2) approval for compensatory time exceeding a 50 hour accrued balance, and (3) advice pertaining to upcoming financial wellness/education for Bannock County employees (requested 5 minutes) (action item)
7	<ul style="list-style-type: none"> • Kristi Klauser, Comptroller, regarding signature on Secure Rural Schools and Community Self-Determination Act of 2000 (signature only) (action item)
8	<ul style="list-style-type: none"> • Sign Public Hearing Notices (action item)
9	<ul style="list-style-type: none"> • Bid Opening for Invitation to Bid for Bulk County Fuel (action item)

Meeting Notes

- 1 10:00 AM Hough called the meeting to order. Questions were addressed on court ordered payments and autopsies. Klauser reviewed invoices for YDC building. Moser moved to approve the claims and invoices. The motion passed. Hough moved to approve the salary forms. The motion passed. Moser moved to approve the alcohol license. The motion passed.
- 2 10:06 AM Moser moved to enter into executive session under Idaho Code §74-206(1)(a) regarding personnel. The motion passed by roll call vote.
10:28 AM Hough moved to exit executive session. The motion passed. Hough reviewed office restructuring was discussed and jobs will be posted.
- 3 10:29 AM Administrative Manager Kristi Davenport was present and shared communications and that Planning staff feel this road is good to accept. Buehler reported father was Dave Hall and she is trying to settle his estate. There's part of a road in Inman she would like to gift to the County. Radford reported the deed needs to state the property is a gift. Moser moved to accept the property as a gift. The motion passed.
- 4 10:33 AM Comptroller Kristi Klauser reviewed the grant award. Bullock moved to accept the grant. The motion passed.
- 5 10:35 AM Crystal gave updates on procurement projects.
- 6 10:42 AM Phillips reviewed the comp time policy and that POST training caused one employee to accrue more time than allowed. Moser moved to approve the additional comp time up to 80 hours. The motion passed.
10:45 AM Phillips reviewed online course vendor willing to increase courses and reduce seats for new leader orientations. The agreement has been revised per legal's recommendations. Bullock moved to authorize signature. The motion passed.
10:50 AM Phillips the financial wellness/education for Bannock County employees by ICCU.
- 7 10:51 AM Klauser reviewed the Title III funds report is due and no funds have been spent. Moser made a motion to authorize signature. The motion passed.
- 8 Hough moved to sign the publication notices. The motion passed.
- 9 11:00 AM Hough shared that due to a technical difficulty, an addendum will be issued and another date will be set in the future.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved Commission report, invoices, salary form, and alcohol license.	Auditing/Resolution
Approved entry/exit executive session – personnel.	Clerk
Approved gift of property.	Clerk
Approved SCAAP award acceptance.	Grant Team/Sheriff
Approved comp time accrual.	Juvenile/HR
Approved agreement with Knowledge City.	HR
Approved Title III report.	Auditing
Approved publication notices.	Clerk



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Tuesday, February 4, 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	
1	Business Meeting (action items) BOARD OF COMMISSIONERS MEETING CALL TO ORDER, AGENDA CHANGES & AGENDA APPROVAL (action item)
2	<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)
3	<ul style="list-style-type: none"> Kristi Davenport, Management Assistant, requesting approval for a cell phone stipend for Commissioner Bullock (requested 5 minutes) (action item)
4	RESOLUTIONS AND ORDINANCES (action items): Resolution No. 2025-09 Tax Cancellations Resolution No. 2025-10 Authorization to Exchange or Grant Property to Power County
5	LETTERS AND NOTICES (action items): Public Notice of 45-Day Comment Period for Title III Projects
6	SIGNATURE ONLY (action items): Apple Developer Program Memorandum – Authorization to sign employee paychecks and/or approve employee timecards
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: Approval of Meeting Minutes for January 16, 21, and 23, 2025, and Certification of Said Minutes

Meeting Notes

- 9:00 AM Hough called the meeting to order.
- 9:00 AM Community Resources and Advocacy Director Shantal Lauu presented cremation applications for case numbers 20250019 and 20250020. Moser moved to approve case numbers 20250019 and 20. The motion passed.

- 3 9:02 AM Davenport reviewed a cell phone stipend for Commissioner Bullock along with a memo for payroll and reallocation request. Moser moved to approve the stipend, reallocation of funds, and authorization memo. The motion passed.
- 4 9:04 AM Moser moved to approve 2025-09 with deletion of landfill fees. The motion passed. Bullock moved to approve Resolution 2025-10. The motion passed.
- 5 9:08 AM Moser moved to approve the notice for publication. The motion passed.
- 6 9:03 AM Davenport explained that Apple requested more information for contact and signature lines. Hough moved to sign the Apple request. The motion passed.
9:08 AM Bullock moved to approve the memorandum authorizing Hartman to sign payroll items. The motion passed.
- 7 Hough moved to approve the salary forms. The motion passed. Bullock moved to approve the minutes. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved case numbers 2025019 and 20250020 for cremation assistance.	Indigent
Approved cell phone stipend, memo for auditing, and reallocation.	Commission/Resolution
Approved publication notice for comment period on Title III funds.	Clerk
Approved letter to Apple, Inc.	Commission
Approved memorandum of authorization.	Auditing
Approved salary forms and minutes.	Auditing/Clerk/Resolution