



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Tuesday, September 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, and Attorney Jon Radford

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"> Nikki Ennis, Ag Extension, seeking approval of and signature on the Cooperative Agreement for University of Idaho Extension Programs for FY26 (requested 5 minutes) (action item)
3	<ul style="list-style-type: none"> Tristan Bourquin, Planning, requesting to discuss a floodplain variance (requested 10 minutes) (potential action item)
4	<ul style="list-style-type: none"> Shanda Crystal, Procurement, seeking to discuss recommendation to award the Janitorial Services Request for Proposal (requested 5 minutes) (action item)
5	<ul style="list-style-type: none"> Kristi Klauser, Auditing, regarding a signature on an Order Form for DebtBook (requested 5 minutes) (action item)
6	RESOLUTIONS AND ORDINANCES (action items): Resolution No. 2025-58 Adopting Fee Changes and/or New Fees for FY2026 Resolution No. 2025-59 Approving the Fiscal Year 2026 Bannock County Budget Resolution No. 2025-60 Approving Tax Cancellation Requests
7	SIGNATURE ONLY (action items): Annual (FY25) Agreement to Provide Law Enforcement Protection for S.I.Y.F.L. Bannock County Sheriff Memo and Commission Memo
8	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 August 26 and 28 and September 2 and 4, 2025, and Certification of Said Minutes
9	Elected Officials Meeting

Meeting Notes

- 1 8:59 AM Hough called the meeting to order.
- 2 8:59 AM Ennis reviewed the annual agreement with the Ag Extension. Moser moved to sign the agreement with the University of Idaho. The motion passed.
- 3 9:02 AM Planning and Development Director Hal Jensen and Applicant David Stites appeared. Jensen reviewed that there have been meetings with applicant for 15-18 months in preparation to build a home. A variance is requested from the flood protection elevation requirement of two feet above the base flood elevation. As a safety factor, an additional foot was added to the ordinance. That requirement is being looked at in the current ordinance rewrite. The Stites family has lived there since 1959. Discussion ensued on the definitions. Bullock moved to grant the variance. The motion passed.
- 4 9:08 AM Facilities Director Dan Kendall also appeared. Crystal reviewed the previous discussions and that the bidder was contacted and verified the bid submitted was correct. Crystal recommended to award the bid to Boatman and Sons Cleaning for \$118,089.60 annually. Moser moved to award the janitorial services bid as proposed. The motion passed.
- 5 9:09 AM Klauser explained the new auditing firm cannot do the lease reporting and requested a contract with DebtBook for \$7,500. They will waive the implementation fee. Legal has reviewed the contract that is for three years and has a 30-day out. This was not budgeted and it was requested to use County Operations. Bullock moved to approve signature on the contract and use County Operations for payment. The motion passed.
- 6 9:15 AM Moser moved to approve Resolution Numbers 2025-58, 59, and 60. The motion passed.
- 7 9:16 AM Hough moved to approve the agreement to provide law enforcement for youth football, the Sheriff memo, and Commission memo. The motion passed.
- 8 9:17 AM Bullock moved to approve the items on the consent agenda. The motion passed.
- 9 1:00 PM Hough called the meeting to order. Treasurer Jennifer Clark, Assessor Anita Hymas, Sheriff Tony Manu, Clerk Jason Dixon, Coroner Torey Danner, and Prosecutor Ian Johnson were present. Chief Technical Officer Adam McKinney gave updates on the new security software, SentinelOne, and requested all computers be rebooted. Windows 10 is at end of life in October and computers should update to Windows 11 automatically.
 1:05 PM Dixon had a meeting with the ADJ regarding security protocols for notification and responses to threats. Mandatory trainings will be scheduled for each office with the office closing during training.
 1:22 PM Discussion ensued on the 4 hour holiday gift which will be extended to the end of January for use. Some holidays coming up are on Thursdays and each official will have discretion on closing their office the day after with staff using vacation time. Dixon reported that 26 counties observe Juneteenth. There is no banking nor mail. Court employees cannot do their job as the state is closed. The holiday will be put on the agenda to discuss adding the holiday to the policy.
 1:33 PM Charity Staggs, Layne Bourgeois, and Danae Zepeda from SICOG gave a presentation on using the agency for grants.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved agreement with U of I.	Ag Extension
Approved floodplain ordinance variance for Stites.	Planning/Resolution
Approved janitorial services bid award to Boatman and Sons for \$118,089.60.	Procurement
Approved contract with DebtBook.	Auditing

Approved Resolution Nos. 2025-58 Adopting Fee Changes and/or New Fees for FY2026; 2025-59 Approving the Fiscal Year 2026 Bannock County Budget; and 2025-60 Approving Tax Cancellation Requests.	Clerk
Approved Agreement to Provide Law Enforcement Protection for SIYFL and memos for retirement.	Sheriff/Resolution
Approved consent agenda items.	Clerk

RESOLUTION

WHEREAS, pursuant to Idaho Code §31-870, Bannock County may impose and collect fees for those services provided by the County which would otherwise be funded by ad valorem tax revenues; and

WHEREAS, Idaho Code §§11-729, 31-875, 31-3203, 31-3904 and 31-4404 further allow county commissioners to impose and collect fees; and

WHEREAS, user fees supplement tax revenues and allow for costs to be recovered from those receiving the service; and

WHEREAS, notice of a public hearing regarding fee increases and the imposition of new fees was published in the Idaho State Journal, pursuant to Idaho Code §63-1311A, on August 9 and 16, 2025; and

WHEREAS, the Board of County Commissioners has examined the proposed fees and determined that such fees should be set to meet expenses of operation, maintenance, repairs and other appropriate charges for operation and upkeep for each department;

NOW, THEREFORE, BE IT RESOLVED that the following fee changes and new fees are hereby adopted effective October 1:

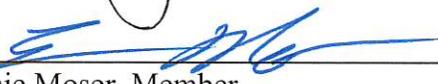
GIS	
FEE ITEM	CURRENT FEE
<i>Data Requests</i>	
Basic Parcel Shapefile (Parcel shape and ID only)	Free
Parcels Shapefile – Full County (all approved data)	\$300/request
Parcels Shapefile – Half County	Remove
Parcels Shapefile – Less than half	Remove
Parcels Shapefile – Custom area (all approved data)	\$200/request
Boundaries, Surveys, Plats, etc. (shapefiles)	Remove
Addresses, Buildings, Streets, etc. (shapefiles)	Remove
Other dataset requests	\$100 per dataset per request
Advanced Online Map Subscription	Remove
<i>Print and/or Custom Map Requests</i>	
Existing Map – 8 ½ x 11	\$2/page for 5+ pages No charge under 5 pages
Existing Map – 11 x 17	\$3/page for 3+ pages No charge under 3 pages
Existing Map – 24 x 36	\$15 + \$5 per additional page
Existing Map – 36 x 48	\$15 + \$5 per additional page
Custom Map – 8 ½ x 11	\$30/hour (1 hour min.) +\$2 per page
Custom Map – 11 x 17	\$30/hour (1 hour min.) +\$4 per page
Custom Map – 24 x 36	\$30/hour (1 hour min.) +\$5 per page
Custom Map – 36 x 48	\$30/hour (1 hour min.) +\$5 per page
Custom Map – PDF only	\$30/hour (1 hour min.)

Data requests from government agencies, partner or approved non-profit	No Fee
Juvenile Justice	
Probation Supervision	\$25/month
Juvenile Court Diversion	Remove
Prevention Stipulation	\$100
Youth Court Diversion	Remove
Electronic Monitoring	\$6/day
Shortstop Fee	Remove
Detention Fee	\$0-\$125/day
Road and Bridge	
Road Validation Petition	\$630
Fairgrounds	
Exhibit Hall Rental	\$50/hr or \$500/day
Exhibit Hall Kitchen add on	\$25/hr or \$250/day
Exhibit Hall Conference Room	\$25/hr or \$250/day
Vendor	\$90/month
Clerk	
Minimum charge to mail records (small envelope and postage)	\$1. Additional services such as certified or larger envelope will be billed at actual cost.

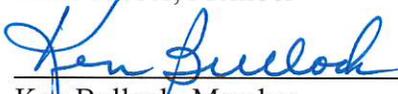
BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chairman



Ernie Moser, Member



Ken Bullock, Member

Attest: 

Jason C. Dixon, Clerk

In the Matter of APPROVING)
THE FISCAL YEAR 2026)
BANNOCK COUNTY BUDGET)

R.S. No. 2025-59
September 9, 2025

RESOLUTION

WHEREAS, the Board of Bannock County Commissioners held a public hearing on August 26, 2025, at 11:00 a.m., as advertised in the Idaho State Journal, to hear comments and questions concerning the Bannock County Fiscal Year 2026 Budget; and

WHEREAS, much consideration was given to comments and suggestions that were given during the hearing; and

WHEREAS, pursuant to Idaho Code §31-1605A, Bannock County has allocated \$23,467,000 in fund balances that will be carried over to allow additional appropriations;

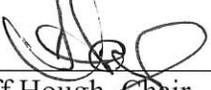
NOW, THEREFORE, BE IT RESOLVED that the Bannock County Fiscal Year 2026 budget as presented at the August 26, 2025, hearing is hereby approved.

<u>DEPARTMENT OR FUND</u>	<u>FINAL FY2026 BUDGET</u>
Clerk	\$2,062,642
Assessor	\$579,781
Treasurer	\$628,951
Commission	\$544,435
Coroner	\$1,404,747
Clerk of Court	\$1,157,972
County Operations	\$8,878,748
Buildings & Grounds	\$1,436,888
Contingency	\$200,000
Ag Extension	\$142,039
Data Processing	\$1,116,186
Juvenile Prog/County	\$905,158
Juvenile Prog/JCA	\$321,906
Juvenile Prog/Tobacco	\$367,126
Human Resources	\$394,479
Planning	\$880,523
Health Insurance	\$700,000
Adult Probation	\$934,644
GIS	\$370,440
Road & Bridge	\$10,608,958
Sheriff	\$7,882,747
Prosecutor	\$2,669,217
Jail	\$11,034,000
Ambulance District	\$5,440,513

District Court	\$1,882,605
Security/Court Marshal	\$1,247,086
Fair District	\$11,000
Fair maintenance	\$158,100
Fair Exhibit	\$171,747
County Fair	\$202,382
4-H	\$156,682
Health District	\$1,116,271
Historical Society	\$81,000
Indigent Administration	\$127,176
Indigent Medical	\$119,400
Indigent Public Defender	\$75,000
Junior College	\$40,000
Park & Recreation	\$1,594,177
Appraisal	\$1,738,533
Liability Insurance	\$830,750
Veterans Memorial	\$25,000
Noxious Weed	\$452,657
Abatement	\$212,159
PILT	\$800,000
Snowmobile	\$116,602
County Waterways	\$22,000
Opioid Settlement	\$275,000
Juvenile Facility	\$1,437,465
Solid Waste	\$8,664,313
Solid Waste/Gas to Energy	\$1,712,916
Emergency 911	\$1,281,184
BC Events	\$3,090,941
D6	\$1,293,023
Grants	\$2,450,000
Veterans Trust	\$2,487
Capital Acquisition Trust	\$75,200
Health Insurance Trust	\$10,050,000
Search & Rescue/K9 Trust	\$13,300
2 ½ Mile/Star Trust	\$100,000
Taylor Grazing	\$23,500
Juvenile Lottery	\$3,610
Juvenile Workshop Trust	\$128,600
Building Trust	\$41,867
Mailroom Trust	\$100,000
Donations Trust	\$5,000
Legal Research	\$6,682
Court Monitoring Trust	\$50,000
Drug Seizure/Sanctions Trust	\$120,000

Court Facilities	\$41,000
Domestic Violence Trust	\$20,000
Domestic Violence Eval Trust	\$6,246
Felony Drug/Dui Alumni	\$3,866
Public Administrator	\$1,500
TOTAL COUNTY FUNDS	<u>\$102,840,127</u>

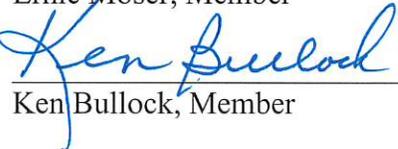
BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST: 
Jason C. Dixon, Clerk

RESOLUTION

WHEREAS, requests for cancellation of taxes were considered on September 4, 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 September 4, 2025, for cancellation of **taxes** for the **2022, 2023, and 2024** tax years.

PARCEL NO.	OWNER	EXPLANATION	VALUE TO BE CANCELLED
RPRPPOC328500	City of Pocatello	Donated from Historic Downtown Pocatello (Lookout Point)	2022 - \$582.92 2023 - \$1,067.66 2024 - \$1,130.06
RPRPPOC328700	City of Pocatello	Donated from Historic Downtown Pocatello (Lookout Point)	2022 - \$644.11 2023 - \$1,179.70 2024 - \$906.18

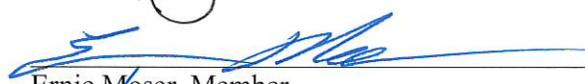
- (2) At the request of Assessor Anita Hymas, in a letter dated September 4, 2025, for cancellation of **taxes** for the **2024** tax year.

PARCEL NO.	OWNER	EXPLANATION	VALUE TO BE CANCELLED
RPRPCPP056301	City of Pocatello	City owned	\$41.90
RPRPCPP090403	City of Pocatello	City owned	\$541.22

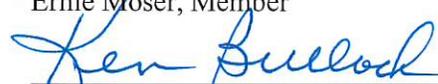
BOARD OF BANNOCK COUNTY COMMISSIONERS



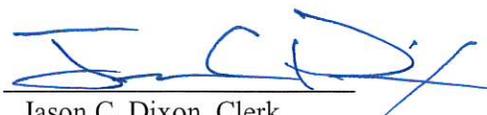
Jeff Hough, Chair



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 August 26, 28, September 2, and 4, 2025, as approved during the meeting of September 9, 2025.

BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair

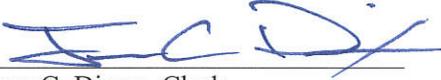


Ernie Moser, Member



Ken Bullock, Member

ATTEST:



Jason C. Dixon, Clerk