



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, October 23, 2025
Commissioners present:	Ernie Moser, Jeff Hough, and Ken Bullock
Clerk of the Board:	Nancy Allen for Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen and Comptroller Kristi Klauser,

Agenda Details

AGENDA	
Commissioners' Regular Business and Claims Meeting (action items)	
Agenda:	
1	<ul style="list-style-type: none"> Jason Dye, Court Administrator, request for a potential signature on a contract with Vlex for an electronic law library (requested 5 minutes) (action item)
2	<ul style="list-style-type: none"> Daniel Kendall, Facilities Director, request for timecard approval with potential Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (requested 5 minutes) (potential action item)
3	<ul style="list-style-type: none"> (AMENDED) discuss property offer with potential Executive Session under Idaho Code §74-206(1)(c) regarding acquiring an interest in real property with potential action following adjournment of Executive Session (requested 10 minutes) (potential action item)
4	SIGNATURE ONLY (action items): <ul style="list-style-type: none"> (AMENDED) Memo -Gift of Paid Time Off
5	Claims Agenda: <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 Mileage Reimbursement Requests Technology Request Form Memorandum Authorization for Accounts Payable Cardholder User Agreement and Authorization

Meeting Notes

- 9:00 AM Hough called the meeting to order and reviewed the agenda was amended. Moser moved to approve the amended agenda. The motion passed.
Dye reviewed the Vlex program and expressed that it is user-friendly. Moser moved to approve the contract with Vlex. The motion passed.

- 2 9:03 AM Kendall requested leave without pay for an employee. Hough moved to approve the request. The motion passed.
- 3 Cancelled.
- 4 9:04 AM Hough reviewed the gift of holiday pay for employees and that it can be used from Nov 1 through Jan 30. Klauser reviewed conditions to include in the memo. Moser moved to approve the memo pending language adjustments from payroll. The motion passed.
- 5 9:08 AM Bullock moved to approve the items on the consent agenda. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved amended agenda.	Clerk
Approved contract with Vlex.	Clerk
Approved leave without pay.	Facilities/Auditing
Approved memo for holiday pay gift upon payroll edits.	Auditing
Approved consent agenda.	Clerk