



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, November 6, 2025
Commissioners present:	Ernie Moser and Jeff Hough
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	Ken Bullock
Staff present:	Deputy Clerk Shantal Laulu, Comptroller Kristi Klauser, and Attorney Jonathan Radford

Agenda Details

AGENDA	
Commissioners' Regular Business and Claims Meeting (action items)	
Work Session Agenda:	
1	<ul style="list-style-type: none"> Shanda Crystal, Procurement, regarding a recommendation to award Request for Qualifications to be placed on the Surveyor Review Roster (requested 5 minutes) (action item)
2	<ul style="list-style-type: none"> Scott Crowther, Event Center/Wellness Complex, requesting a fee waiver for Christmas in the Nighttime Skies (requested 5 minutes) (action item)
3	<ul style="list-style-type: none"> Signature on FFY 2026 Traffic Enforcement Grant Project Agreement with the Idaho Transportation Department Office of Highway Safety (action item)
4	<ul style="list-style-type: none"> Operation Green Light Proclamation (action item)
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. Crystal reviewed the RFQ for surveyors and the submissions were reviewed. Crystal recommended awarding placement on the Surveyor Review Roster to Stewart Ward, Adam Thayer, and Matthew Baker. Moser moved to approve the request. The motion passed.
- 9:02 AM Also present were Veterans Services Coordinator Melissa Hartman, Toys for Tots Event Organizer Jinilyn Wardlow, and Toys for Tots Event Coordinator Stephanie Bercier. Crowther explained the group that does Christmas in the Nighttime Sky will not be doing that event. This group is researching

if they will be able to take it over. Hartman reviewed stats on toys distributed through the program. This event has been a staple of the community for 34 years. It is unknown if they can pull it off this late in the game and they are seeking donations, but would ask for a fee waiver. Discussion ensued on fireworks, insurance, clean-up, and donations. Hough moved to approve the fee waiver request and event as presented. The motion passed.

- 3 9:11 AM Klauser explained the mini-grants that the Sheriff's Office uses every year. Moser moved to authorize signature. The motion passed.
- 4 9:12 AM Veterans Services Coordinator Melissa Hartman explained Operation Green Light. Moser read the proclamation. The proclamation was signed.
- 5 9:19 AM Hough moved to approve the claims agenda. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved Stewart Ward, Adam Thayer, and Matthew Baker for the Surveyor Review Roster.	Procurement/Planning
Approved fee waiver and event for Toys for Tots.	Parks and Rec
Approved FFY 2026 Traffic Enforcement Grant Project Agreement.	Sheriff/Grant Team
Signed the Operation Green Light Proclamation.	Veterans Services
Approved claims agenda.	Clerk