



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Tuesday, November 25, 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	
	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	<ul style="list-style-type: none"> Executive Session under Idaho Code §74-206(1)(d) to consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code with potential action following adjournment of Executive Session (requested 5 minutes) (action item)
3	<ul style="list-style-type: none"> Discussion pertaining to property on South 5th Avenue with possible Executive Session under Idaho Code §74-206(1)(c) to acquire an interest in real property not owned by a public agency with possible action following adjournment of Executive Session (requested 10 minutes) (action item)
4	<ul style="list-style-type: none"> Hal Jensen, Planning and Development, seeking to discuss final decision and potential signature on Area of Impact Maps and Agreements. Public Hearings were held on October 21, 2025. (requested 10 minutes) (action item)
5	<ul style="list-style-type: none"> Kristi Klauser, Auditing, requesting signature on Juvenile Justice Annual Financial Report and Equitable Sharing Agreement and Certification report (requested 5 minutes) (action item)
6	RESOLUTIONS AND ORDINANCES (action items): Resolution No. 2025-84 Authorizing the Destruction of Records
7	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 Memorandum Authorization for Accounts Payable Cardholder User Agreement and Authorization Manual Checks Mileage and Travel Approvals Minutes: Approval of and signature on Certification of meeting minutes for November 6, 13, 18, and 20, 2025.

Meeting Notes

- 1 9:00 AM Hough called the meeting to order. There were no indigent cases.
- 2 9:00 AM Hough moved to enter into executive session under Idaho Code §74-206(1)(d) to consider records that are exempt from disclosure. The motion passed by roll call vote. 9:15 AM Hough moved to exit executive session. The motion passed.
- 3 9:24 AM Hough moved to enter into executive session under Idaho Code §74-206(1)(c) to acquire an interest in real property. The motion passed by roll call vote. 9:37 AM Hough moved to exit executive session. The motion passed. Moser moved to hold off on planning projects to await a firm commitment from owner to sell the property. The motion passed.
- 4 9:16 AM Assistant Planning and Development Director Tristan Bourquin also appeared. Jensen explained the documents are for adoption of areas of city impact. The City signatures were removed per legal counsel's guidance. Bullock moved to accept and authorize signatures and to approve the areas of impact. The motion passed. Discussion ensued on lessons learned.
- 5 9:22 AM Klauser requested approval of annual juvenile justice report. Moser moved to approve the Chair's signature on the report. The motion passed.
9:22 AM Klauser reviewed the equitable sharing agreement regarding funds from drug seizures. Hough moved to approve the annual certification. The motion passed.
- 6 9:23 AM Moser moved to approve Resolution 2025-84. The motion passed.
- 7 9:24 AM Bullock moved to approve the items on the consent agenda. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Executive session held to consider records exempt from public disclosure.	Clerk
Executive session held to discuss acquisition of real property and the project planning will halt while awaiting seller commitment.	Clerk/Procurement
Areas of City Impact were approved.	Planning/Ordinance
Juvenile Justice Annual Financial Report and Equitable Sharing Agreement and Certification Report were approved.	Auditing
Resolution 2025-84 Authorizing the Destruction of Records was passed.	Clerk
Claims agenda items were approved.	Clerk/Auditing

In the Matter of AUTHORIZING THE)
DESTRUCTION OF RECORDS)

R.S. No. 2025-84
November 25, 2025

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:

- 2004-2011: Miscellaneous Agreements and Memos
- 2011-2013: Miscellaneous Agreements, letters, and Gas Well Construction Project documents
- 2010-2017: Indigent business records from hearings, withdrawals, reconsiderations, and suspensions

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

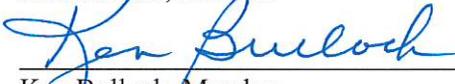
BOARD OF BANNOCK COUNTY COMMISSIONERS



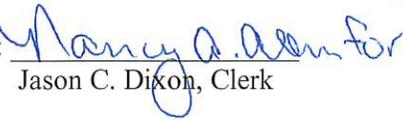
Jeff Hough, Chair



Ernie Moser, Member



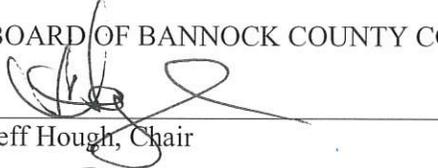
Ken Bullock, Member

ATTEST: 
Jason C. Dixon, Clerk

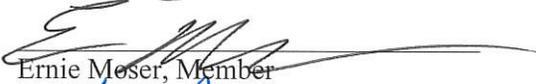
**BOARD OF BANNOCK COUNTY COMMISSIONERS
MINUTES CERTIFICATION**

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 November 6, 13, 18, and 20, 2025, as approved during the meeting of November 25, 2025.

BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair

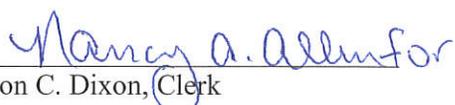


Ernie Moser, Member



Ken Bullock, Member

ATTEST:



Jason C. Dixon, Clerk