



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Tuesday, December 2, 2025
Commissioners present:	Ernie Moser and Ken Bullock
Clerk of the Board:	Nancy Allen for Jason C. Dixon
Absent Board Members:	Jeff Hough
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, and Attorney Jonathan Radford

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"> Approval of Zachary Dame and D'Lyn Moser-Evans to the Fair Board (action item) Swearing in of Zachary Dame to the Fair Board (action item)
3	<ul style="list-style-type: none"> Torey Danner, Coroner, seeking signature on an Agreement for Pathology Services Between Bannock County and Ada County (requested 5 minutes) (action item)
4	<ul style="list-style-type: none"> Shanda Crystal, Procurement, requesting signature on Independent Contractor Agreement with Night Owl Janitorial Services (requested 5 minutes) (action item)
5	<ul style="list-style-type: none"> Kristi Davenport, Commission Office, presenting an offer to purchase a property that was not purchased at the Tax Sale on 10/29/24. Parcel number is RPRDCPD005210 (requested 5 minutes) (action item)
6	<ul style="list-style-type: none"> Discussion about using part of the America 250 funding for the Christmas in the Nighttime Skies/Toys for Tots celebration (action item)
7	<p>RESOLUTIONS AND ORDINANCES (action items):</p> <p>Resolution No. 2025-85 Authorization and Order to Reallocate Funds Resolution No. 2025-86 Approving November 2025 Alcohol Licenses Resolution No. 2025-87 Approving November 2025 Salaries</p>
8	<p>SIGNATURE ONLY (action items):</p> <p>Memo requesting reimbursement</p>
9	<p>CONSENT AND CLAIMS AGENDA (action items):</p> <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 25 and 26, 2025

Meeting Notes

- 1 9:01 AM Moser called the meeting to order. There were no indigent cases.
- 2 9:01 AM Moser relayed that Zachary Dame and D’Lyn Moser-Evans will be reappointed to the Fair Board.
9:08 AM Moser administered an oath of office to Dame.
- 3 9:02 AM Bullock moved to approve the Ada County agreement. The motion passed.
- 4 9:03 AM Facilities Director Dan Kendall also appeared. Crystal requested a contract with Night Owl for janitorial services. Moser moved to approve the contract. The motion passed.
- 5 9:06 AM Davenport reviewed an offer to purchase a property that did not sell in a previous auction for \$250. The property does not have tax history available. Bullock moved to accept the offer of \$250 for parcel RPRDCPD005210. The motion passed.
- 6 9:10 AM Moser discussed using \$2,500 from the 250th Birthday funding for Christmas in the Nighttime Skies. Moser moved to pay the invoice for that donation. The motion passed.
- 7 9:12 AM Bullock moved to approve Resolutions 2025-85, 86, and 87. The motion passed.
- 8 9:14 AM Klauser explained the reimbursement request for contributions on the Northgate Interchange. Moser moved to approve signature on the request. The motion passed.
- 9 9:15 AM Bullock moved to approve the items on the consent agenda. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Pathology Services Agreement with Ada County approved.	Coroner
Janitorial services contract entered with Night Owl Janitorial Services not to exceed \$151,260.	Procurement/Facilities
Offer of \$250 accepted for parcel RPRDCPD005210.	Commission
Donation for Christmas in the Nighttime Skies to be paid from 25 th Birthday line item.	Auditing
Resolution Nos. 2025-85 Authorization and Order to Reallocate Funds; 2025-86 Approving November 2025 Alcohol Licenses; and 2025-87 Approving November 2025 Salaries were passed.	Clerk
Signed request for reimbursement for Northgate Interchange contribution.	Auditing
Consent agenda items approved.	Auditing/Resolution

RESOLUTION

WHEREAS, a request was considered to reallocate funds to pay for contracting services for PTSD assistance and peer support training 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 2026:

To Line: 110109-89910

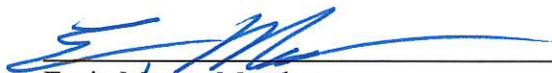
Amount: \$ 30,000

From Line: 110109-74300

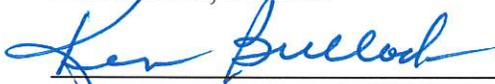
Amount: \$ 30,000

BOARD OF BANNOCK COUNTY COMMISSIONERS

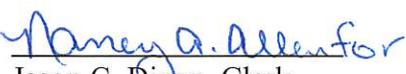
Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST: 
Jason C. Dixon, Clerk

In the Matter of APPROVING)
NOVEMBER 2025 ALCOHOL LICENSES)

R.S. No. 2025-86
December 2, 2025

RESOLUTION

WHEREAS, in the month of October 2025, the following 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
11/06/2025	ABT2025-004	\$20.00	Ventura Grocers LLC	Grocery Outlet of Pocatello
11/13/2025	ABL2025-163	\$175.00	Dempsey Creek	Tipsy Canoe Taphouse
11/18/2025	ABL2025-165	\$175.00	Bannock County	Port Concessions
	ABL2025-164	\$175.00	Gary Ray Gregston	Red Pony
11/25/2025	ABT2025-005	\$20.00	Odyssey Holding Group	Odyssey Bar

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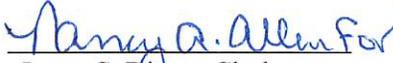
Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST: 
Jason C. Dixon, Clerk

In the Matter of APPROVING)
NOVEMBER 2025 SALARIES)

R.S. No. 2025-87
December 2, 2025

RESOLUTION

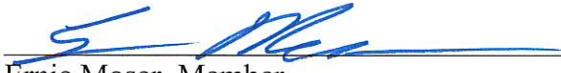
WHEREAS, salary approval forms, for the month of October 2025, have been submitted for approval by the Board of County Commissioners;

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
11/04/2025	Benny Andrew – Replacing Tristen Tallerico Jail – Deputy Detention Division	\$23.52/hr 11/03/2025
11/06/2025	Daniel Crystal – Certification Received Planning & Development – Building Official	\$29.53/hr 11/17/2025
	Ashlyn Torres – Replacing Madisen Fisher Family Court Services/DV Court – PT High Risk Team Coord.	\$19.68/hr 11/17/2025
11/13/2025	Rachelle Hitchcock – Replacing Elizabeth Chavez Motor Vehicle – DMV Technician	\$16.07/hr 12/01/2025

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

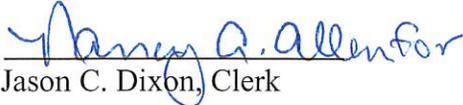


Ernie Moser, Member



Ken Bullock, Member

ATTEST:


Jason C. Dixon, Clerk

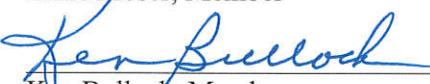
**BOARD OF BANNOCK COUNTY COMMISSIONERS
MINUTES CERTIFICATION**

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 25 and 26, 2025, as approved during the meeting of December 2, 2025.

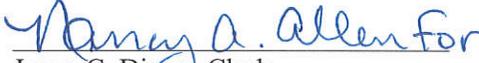
BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair


Ernie Moser, Member


Ken Bullock, Member

ATTEST:


Jason C. Dixon, Clerk