



BANNOCK COUNTY COMMISSIONERS' – MEETING

Commissioners' Agenda

The Board of County Commissioners (BOCC) is comprised of the three elected County Commissioners: Ernie Moser (District 1), Jeff Hough (District 2, Chair), and Ken Bullock (District 3). The BOCC generally meets twice weekly: Tuesdays & Thursdays at 9:00 a.m. Unless otherwise noted, meetings are generally held in the Commissioner's Chambers at 624 E Center, Room 212, Pocatello, Idaho. During these public meetings, the BOCC may approve contracts, expend funds, hear testimony, make decisions on land use cases, and take care of other County matters.

Times are subject to change within 15 minutes of the stated time.

Tuesday, January 20, 2026

9:00 AM Business Meeting (action items)

Agenda:

- Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)
- Approval of and swearing in of Zane Robinson to the Snow Groomers Committee (action item)
- Todd Mauger, Juvenile Justice, regarding approval of and signature on Site Agreement between Bannock County and Idaho State University (requested 5 minutes) (action item)
- Anita Hymas, Assessor, requesting signature on Value Cancellation Request (requested 5 minutes) (action item)
- Jonathan Radford, Prosecutor, seeking to discuss the 63-602nn Ordinance and value threshold (requested 15 minutes) (action item)

RESOLUTIONS AND ORDINANCES (action items):

- Resolution 2026-6 Authorizing the Destruction of Agreement Files

LETTERS AND NOTICES (action items):**SIGNATURE ONLY (action items):**

Memo approving records to be disposed – Sheriff’s Office

Memo approving records to be disposed – Commission Office

CONSENT AGENDA (action items):

- 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
- Mileage and Travel Approvals
- Minutes: Approval of and signature on certification for meeting minutes for January 13 and 15, 2026.

BANNOCK COUNTY COMMISSIONERS
 624 E. Center, Pocatello, ID 83201
 Phone: (208) 236-7210 • Fax: (208) 232-7363



ERNIE MOSER
 Commissioner
 1st District

JEFF HOUGH
 Commissioner
 2nd District

KEN BULLOCK
 Commissioner
 3rd District

Business Meeting Agenda Request Form

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:15 a.m.** in the Commissioners' Chambers in the Bannock County Courthouse, Room 212; 624 E Center Pocatello, Idaho or as noticed **48 hours** prior to the meeting at <https://bannockcounty.us/commissioners/>. The Commissioners also hold meetings throughout the week as coordinated with the Commissioners' staff. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special accommodations to participate in public meetings should contact the Commissioners' Office at 208-236-7210, three to five working days before the meeting.

Requestor Name:

Commission

Department:

Commission

Requestor Email:

commission@bannockcounty.gov

Item(s) to be considered:

Approval of and Swearing in of Zane Robinson to the Bannock County Snow Groomers Committee

Date of meeting being requested:

01/20/2026

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

Zane Robinson

OATH OF OFFICE

STATE OF IDAHO

County of Bannock

I, Zane Robinson, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Idaho; and that I will faithfully discharge the duties of

Member of the Bannock County Snowgroomer Committee

according to the best of my ability.

SUBSCRIBED IN MY PRESENCE BY THE SAID _____
and by him. Zane Robinson

Sworn to before me this 20 day of January 2026.

Jeff Hough
Bannock County Commissioner, Chairman

Term expires: December 2028

OATH OF OFFICE

OF

Zane Robinson

AS

Member of the Bannock County
Snowgroomer Committee

Filed _____, 20 ____

County Recorder

By _____
Deputy



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Requestor Name:

Todd Mauger

Department:

Bannock County Juvenile Justice

Requestor Email:

Toddm@bannockcounty.gov

Item(s) to be considered:

Gem State AmeriCorps Site Agreement A26-0030-RIRH77-BCJJ12.18.25- This is the site agreement between Gem State AmeriCorps and The Village. It appears that this should have been sent to us in September 2025

Date of meeting being requested:

01/20/2026

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

Agreement

Contract/Agreement Begin Date:

09/01/2025

Contract/Agreement End Date:

01/20/2026

List of additional attendees:

Todd Mauger and Possibly Callie Dance or another GEMSTATE AmeriCorps staff

SITE AGREEMENT
A26-0030-RIRH77-BCJJ
BY AND BETWEEN
IDAHO STATE UNIVERSITY
AND
BANNOCK COUNTY JUVENILE JUSTICE, THE VILLAGE

Idaho State University (ISU), on behalf of its Institute of Rural Health, agrees to provide Bannock County Juvenile Justice, The Village (**Program Site**) with up to six (6) Half-Time and up to ten (10) Quarter-Time AmeriCorps Members who will serve an approximately one-year commitment. ISU may open opportunities for Reduced One-Quarter positions at a later date.

AmeriCorps Member (**Member**) position(s) at the Program Site carry out activities that are approved and outlined in both the AmeriCorps grant application and the Member Position Descriptions. The required minimum service hours for each term type are as follows:

- **Reduced One-Quarter:** 300 hours
- **Quarter-Time:** 450 hours
- **Half-Time:** 900 hours

The period of service will be from **9/1/2025** through **8/31/2026** and is subject to the following:

1. AmeriCorps Member (**Member**) will be engaged primarily in direct family support services at the Program Site as agreed upon in the Host Site Scope of Work outlined in Attachment 1.
2. Program Site will approve Member timesheets and reporting forms each month and will complete Member evaluations at six and twelve months.
3. Program Site will ensure that Members wear required AmeriCorps uniforms or insignia (when appropriate).
4. Program Site will contact the ISU AmeriCorps Coordinator (see Attachment 2) immediately whenever the Member's performance is less than satisfactory. Since AmeriCorps has specific regulations, Program Site will not take any disciplinary action without the prior approval of the ISU AmeriCorps Coordinator.
5. Members may request time away for personal activities, illness, holidays, etc., as long as the Program Site Supervisor (see Attachment 2) and the AmeriCorps Coordinator approve.
6. Program Site will not allow Members to promote any religious viewpoint, influence legislation, organize protests, petitions, boycotts, or strikes, or participate in any political activity, and unallowable fund-raising. Members will not be used to supplant any Program Site employee.
7. Program Site will publicize the support of AmeriCorps in all written or other materials whenever the AmeriCorps Members have been involved.
8. Program Site may withdraw from this Agreement, with a three month (90 days) written notice.
9. Program Site is required to comply with all reporting requirements listed in the Scope of Work (Attachment 1) and the Prime Award. Program Site also agrees to submit any project related documentation that may be additionally required by the Principal Investigator and/or AmeriCorps throughout the contract period.
10. Program Site will comply with the Prohibited Activities Policy and Non-Duplication and Non-Displacement Policy as outlined in Attachment 3.
11. Program Site and ISU must comply with all applicable laws, rules, regulations and executive orders relating to nondiscrimination, equal employment opportunity, immigration, affirmative action and the Americans with Disabilities Act. Program Site and ISU shall abide by the requirements of 41 CFR 60-741.5(a): "This regulation prohibits discrimination against qualified

- individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.”
12. ISU may withdraw the Member from placement with Program Site immediately if funding for the Member is withdrawn from ISU; or in accord with other regulations of the Member Agreement or Agreement between ISU and its AmeriCorps sponsor.
 13. Program Site will pay all support costs of the Member including: space and office equipment; access to computer, printer, copier; travel and telephone; day-to-day supervision; office supplies, desk, chair, and all operating costs of providing services in the department.
 14. Program Site understands that Members must attend the Pre-Service Orientation training, monthly meetings, the Serve Idaho conference in Boise, Idaho, and other required webinars or meetings held by ISU. Idaho State AmeriCorps Members are also required to participate in three (3) community service projects to include Martin Luther King Jr. Day, AmeriCorps week, and one day of service of their choice.
 15. Program Site understands that Idaho State AmeriCorps Members have the opportunity to participate in suicide prevention and intervention training that is funded by the program. These programs include:
 - LivingWorks Applied Suicide Intervention Skills Training (ASIST);
 - LivingWorks safeTALK; and
 - Sources of Strength (SoS) — a mental health promotion program.

The program will offer at least ten (10) free ASIST trainings and at least four (4) free Sources of Strength trainings statewide. These trainings will be made available to community members, AmeriCorps Members, host sites, and host site staff. Upon completion of the respective training requirements, Members will have the opportunity to become ASIST Certified Interventionists.

16. Program Site understands that AmeriCorps Members will be trained and participate in program data collection to ensure program performance measures are being met.
17. Program Site understands that Serve Idaho, through Idaho State University, requires the availability of AmeriCorps Idaho Members to support disaster response and/or recovery efforts as needed by the State of Idaho as outlined in Attachment 4.
18. Program Site agrees to supervise Members on a day-to-day basis.
19. Any funds received from the Program Site shall be spent to operate the AmeriCorps program at ISU within the period of this agreement.
20. Except as precluded by applicable law, Program Site shall indemnify ISU, its officers, governing board, employees, and agents from any and all claims for loss or damage to property, or injury or death to persons, including costs, expenses, and reasonable attorney's fees, arising from the negligence, wrongful acts, or omissions of Program Site, its officers, employees, or agents under this agreement. Program Site is liable under this indemnification provision for the obligations, costs and expenses only to the extent that the above acts or omissions are caused by Program Site or any of its officers, employees, or agents and not by ISU or any of its officers, employees, agents, representatives or volunteers. To the extent of the Idaho Tort Claims Act (I.C. 6-901 et seq.) or any applicable insurance coverage, ISU will indemnify Program Site, its officers, governing board, employees or agents from any and all claims for loss or damage to property or injury or death to persons, including costs, expenses, and reasonable attorney's fees, arising from the negligent or wrongful acts or omissions of ISU, its officers, employees, agents, representatives, or volunteers.
21. By signing this Agreement, Program Site certifies that it is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this Agreement by any federal department or agency.

Mutually Agreed By:

IDAHO STATE UNIVERSITY:

**BANNOCK COUNTY JUVENILE JUSTICE
THE VILLAGE (BCJJ):**

Rachel Taow

Jeff Hough

Director of Research Contracts and Tech Transfer

Authorized Official

Date:

Date: 1-20-2026

BCJJ:

BCJJ:

Name

Name

Authorized Official

Authorized Official

Date:

Date:

BCJJ:

Name

Authorized Official

Date:

ATTACHMENT 1

Idaho Gem State Public Health Host Site Scope of Work September 1, 2025 – August 31, 2026

AmeriCorps Members serve with community partners across the state in **Quarter-Time or Half-Time** terms of service, with the potential for **Reduced One-Quarter** positions to be offered at a later date.

General Host Site Service Activities

An AmeriCorps Member (**Member**) can perform direct service and indirect service duties and tasks as outlined in their individual position descriptions. All activities performed by the Member must be included or covered by the position description in the Member's contract. Host Sites and Site Supervisors may change positions throughout the year as needed. A Member's duties/ position description must include no less than 80% direct service activities and no more than 20% indirect service and/ or training. Below is a definition of direct and indirect service from Serve Idaho.

Direct service is work that addresses human need, the environment, public safety, and/or education in one form or another. It is working directly with people to make change or doing work that is involved in making that direct change. It can be outreach, case management, training, teaching, tutoring, mediating, cleaning, counseling, recruiting volunteers, catching up on paperwork related to clients, preparing for class, coaching, listening, cooking, serving, providing health care, food, clothing, etc. Direct service hours should constitute 80% or more of an AmeriCorps Member's total hours served. The remainder will be indirect service hours.

Indirect service hours, or education and training hours, are only applicable when they reflect the AmeriCorps service that the Member credits to the education award he or she will receive. Any on-the job training that refers to direct service would be part of this category. All orientations, including the AmeriCorps orientation, would be included, as well as any state or regional trainings, seminars, or workshops pertaining to issues related to direct service. Examples would be conflict resolution seminars, teacher development days, team-building exercises or a class on training techniques. Only 20% of the Member's credited service hours can be dedicated to education and training, even if more hours have been spent in this area.

Gem State Public Health AmeriCorps Program Goals

Goal 1: Organization Capacity Building

The purpose of increasing organizational capacity through collaboration and community outreach is in response to conditions exacerbated by the COVID-19 pandemic, in which health departments and public health organizations lack the workforce and capacity to meet the needs of people in Idaho. This is especially true for vulnerable and historically underserved populations. Additionally, there is an unintentional lack of collaboration reported among organizations and a strong need to strengthen community partnerships to increase service delivery.

The fact that the majority of Idaho's counties are rural, and rural populations have historically been underserved, as well as the minority populations that are disproportionately impacted from the lack of health care program outreach and left out of pertinent information that public health organizations need for collaborating. The greater impact these populations by the shortages in health care and public health care organizations in the state due to stigmatization, lack of transportation, adequate housing and financial

resources can be intervened by increasing organizational capacity of public healthcare organizations through building and strengthening community partnerships.

AmeriCorps Members will work with their host sites to conduct a needs assessment regarding current partnerships, establishing new partnerships, and strengthening those in place. Gem State AmeriCorps Members will recruit community partners, designate liaison's, build relationships, coordinate and facilitate meetings, create workgroups, gather information design and develop training manuals, and provide other support as needed. AmeriCorps Members may also be engaged with policy and procedure development for volunteer management within these partnerships and collaborations. Through these activities AmeriCorps Members will be able to help their host sites expand services to reach community Members and new populations.

AmeriCorps Members will also engage in issuing a Pre-Intervention Survey to their Host Site and staff to determine a baseline for partnerships and services offered. A Mid-Intervention Survey will then be administered by Gem AmeriCorps Members, at about the halfway point. Finally, AmeriCorps Members will distribute a Post-Intervention Survey towards the end of service at the host site to determine achievements. If sites report an increase in collaborations, partnerships, or other activities, that will be considered a gain. AmeriCorps Members will be trained on how to administer the survey assessment and collect results.

Goal 2: Increase the Number of Individuals Certified as Suicide Prevention Interventionists

Idaho has been rated one of the leading states that are lacking the provision of mental health care services, namely suicide prevention and intervention. Staff in healthcare and public healthcare organizations have expressed an increase in the number of calls for help from local school districts, but they are beyond their capacity and can only provide limited assistance. The need for more trained and certified suicide interventionists and preventionists is further backed by Idaho State Mortality reports, Idaho Novel Coronavirus reports, and HRSA.

The Gem State Public Health AmeriCorps program will focus on increasing the capacity of public mental health services, particularly in rural and underserved counties. A key approach to achieving this goal is by expanding access to suicide prevention training opportunities to increase the number of trained and certified suicide prevention interventionists.

The following evidence-based programs will be supported and delivered through the initiative:

- **LivingWorks Applied Suicide Intervention Skills Training (ASIST)**
A two-day interactive workshop offered statewide by Idaho-qualified, certified ASIST trainers. Participants learn how to recognize warning signs, provide a skilled intervention, and develop a safety plan.
- **Sources of Strength (SoS) Training**
A mental health promotion and suicide-prevention program delivered through contracted trainers. Members will be trained as Peer Leaders to implement resilience-building campaigns and activities in local schools and on the ISU campus.

Goal 3: Increase the number of individuals pursuing careers in the Public Health Sector

Since the Global pandemic occurred, the public health sector has seen a mass exodus of workforce. Idaho's local public health departments and non-profit agencies have been lacking the workforce needed

to meet the needs of vulnerable populations and underserved populations in Idaho. Gem AmeriCorps Members will learn more about public health careers. In turn, we expect that 75% of the Members will pursue future engagement in the public health sectors in Idaho.

To determine that amount a “reflection log” or survey, will be sent to Members near the end of their contract, which will ask how many plans to pursue a career in the public health field. Additionally, we will support Members’ interest with academic advising and opportunities to explore degrees and/or continuing education options. This will help determine how many Members pursue their educational opportunities that advance their careers in the public health and non-profit fields.

Reporting Requirements

1. Timesheets must be reviewed, signed, and submitted by the Site Supervisor electronically through America Learns on the 1st and the 16th of every month.
2. Program Host Site Supervisors must support AmeriCorps Members in their data collection process.
3. Program Host Sites should encourage and support AmeriCorps Members to attend ASIST and SoS training, in order for the AmeriCorps Member to become a certified suicide interventionist/preventionist.
4. Program Host Site Supervisors should encourage AmeriCorps Member’s continued involvement and educational goals to obtain and/or advance a career in public health.

ATTACHMENT 2 Site Agreement Points of Contact Bannock County Juvenile Justice, The Village Up to six (6) Half-Time and up to ten (10) Quarter-Time AmeriCorps Members	
University Contacts	Collaborator Contacts
Administrative Contact Name: Rachel Taow, Director of Research Contracts and Technology Transfer, Office for Research Address: Idaho State University 921 S. 8 th Avenue, Stop 8046 Pocatello, ID 83209-8046 Telephone: 208-282-3478 Fax: 208-282-4723 Email: taowrach@isu.edu	Administrative Contact Name: Todd Mauger, Chief Juvenile Probation Officer / Division Unit Supervisor Address: Bannock County Juvenile Justice The Village 345 North 5 th Pocatello, ID 83201 Telephone: 208-417-5033 Fax: 208-234-1990 Email: toddm@bannockcounty.gov
Principal Investigator / ISU AmeriCorps Coordinator Name: Jana Bodily-Roan, Sr Grants Administrator & Program Coordinator, Institute of Rural Health Address: Idaho State University 921 S. 8 th Avenue, Stop 8174 Pocatello, ID 83209-8174 Telephone: 208 282-4436 Fax: Email: janabodilyroan@isu.edu	Program Site Supervisor Name: Todd Mauger, Chief Juvenile Probation Officer / Division Unit Supervisor Address: Bannock County Juvenile Justice The Village 345 North 5 th Pocatello, ID 83201 Telephone: 208-417-5033 Fax: 208-234-1990 Email: toddm@bannockcounty.gov
Financial Contact Name: Kirsten Broughton, Director of Grants and Contracts Accounting Address: Idaho State University 921 S. 8 th Avenue, Stop 8046 Pocatello, ID 83209-8046 Telephone: 208-282-2777 Fax: 208-282-4723 Email: kirstenbroughton@isu.edu	Financial Contact Name: Jason Dixon Bannock County Auditor Address: Bannock County 624 East Center Street Room #211 Pocatello, ID 83201 Telephone: 208-236-7346 Fax: 208-236-7345 Email: jdixon@bannockcounty.gov
Authorized Official Name: Rachel Taow, Director of Research Contracts and Technology Transfer, Office for Research Address: Idaho State University 921 S. 8 th Avenue, Stop 8046 Pocatello, ID 83209-8046 Telephone: 208-282-3478 Fax: 208-282-4723 Email: taowrach@isu.edu	Authorized Official Name: Jeff Hough Bannock County Commissioner Address: Bannock County Commissioners 624 East Center Street Room #101 Pocatello, ID 83201 Telephone: 208-236-7210 Fax: 208-236-7363 Email: jeffh@bannockcounty.gov

ATTACHMENT 3

PROHIBITED ACTIVITIES POLICY & NON-DUPLICATION AND NON-DISPLACEMENT POLICY

A. PROHIBITED ACTIVITIES POLICY

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or AmeriCorps, staff and AmeriCorps Members (**Members**) may not engage in the following activities (see 45 CFR § 2520.65):

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
8. Providing a direct benefit to:
 - a. A business organized for profit;
 - b. A labor union;
 - c. A partisan political organization;
 - d. A nonprofit organization that fails to comply with section 501(c)(3) restrictions related to political activities or substantial lobbying (except Members may engage in advocacy activities on their own initiative); and
 - e. An organization engaged in the religious activities described in paragraph A.7 above, unless AmeriCorps assistance is not used to support those religious activities;
9. Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services; and
11. Such other activities as AmeriCorps may prohibit.

B. ADDITIONAL PROHIBITED ACTIVITIES

In addition to the above Prohibited Activities, and in accordance with AmeriCorps Allowable & Prohibited Activities (<https://corpsnetwork.org/knowledge-base/allowable-and-prohibited-activities/>), the below activities are expressly prohibited:

1. **Census Activities.** AmeriCorps Members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives. What Members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.

2. **Election and Polling Activities.** AmeriCorps Member may not provide services for election or polling locations or in support of such activities.

AmeriCorps Members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-AmeriCorps funds.

AmeriCorps Individuals should not wear the AmeriCorps logo while doing engaging in any of the above activities on their personal time. All locations where Members serve should post a list of the prohibited activities, when possible.

C. NON-DUPLICATION AND NON-DISPLACEMENT POLICY

In accordance with 45 CFR § 2540.100, AmeriCorps funding and support (**Corporation Assistance**) may not be used for the following:

1. **Supplantation.** Corporation Assistance may not be used to replace State and local public funds that had been used to support programs of the type eligible to receive Corporation support. For any given program, this condition will be satisfied if the aggregate non-Federal public expenditure for that program in the fiscal year that support is to be provided is not less than the previous fiscal year.
2. **Religious use.** Corporation Assistance may not be used to provide religious instruction, conduct worship services, or engage in any form of proselytization.
3. **Political activity.** Corporation Assistance may not be used by program participants or staff to assist, promote, or deter union organizing; or finance, directly or indirectly, any activity designed to influence the outcome of a Federal, State or local election to public office.
4. **Contracts or collective bargaining agreements.** Corporation Assistance may not be used to impair existing contracts for services or collective bargaining agreements.
5. **Nonduplication.** Corporation Assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of paragraph C.6 (below) of this section are met, Corporation Assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.
6. **Nondisplacement.**
 - a. An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation Assistance.
 - b. An organization may not displace a volunteer by using a participant in a program receiving Corporation Assistance.
 - c. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
 - d. A participant in a program receiving Corporation Assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
 - e. A participant in any program receiving Corporation Assistance under this chapter may not perform any services or duties, or engage in activities, that:
 - (1) Will supplant the hiring of employed workers; or

- (2) Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
- f. A participant in any program receiving Corporation Assistance under this chapter may not perform services or duties that have been performed by or were assigned to any:
- (1) Presently employed worker;
 - (2) Employee who recently resigned or was discharged;
 - (3) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
 - (4) Employee who is on leave (terminal, temporary, vacation, emergency, or sick);
or
 - (5) Employee who is on strike or who is being locked out.

ATTACHMENT 4

DISASTER PREPAREDNESS, RESPONSE, AND RECOVERY

- A. Serve Idaho requires the availability of AmeriCorps Idaho Members (**Members**) to support disaster response and/or recovery efforts as needed by the State of Idaho. Waivers of this requirement will be considered on a case-by-case basis for programs that can demonstrate that this requirement would cause undue hardship or be otherwise unreasonable for reasons related to specific program design (for example, programs designed to enroll Members who are under the age of 18 or who are full-time students).
- B. Serve Idaho serves as the primary point-of-contact for national service resources in Idaho during times of disaster and may receive requests for support from governmental or non-governmental partner(s), including Idaho Division of Emergency Management (IDEM) and Idaho Voluntary Organizations Active in Disaster (IDVOAD). If Serve Idaho receives such a request, Serve Idaho may require Members to activate or deploy to provide disaster response and recovery service. When possible, Serve Idaho will first seek Members for activation or deployment on a voluntary basis. Serve Idaho uses the following definitions for Member activation and deployment:
1. **Member Activation:** Members participate in Serve Idaho determined disaster response and recovery within their service area. This may involve virtual service opportunities or in-person service opportunities. This may include service opportunities outside of the member's standard service hours or in place of their standard service duties.
 2. **Member Deployment:** Members deploy outside of their service area to participate in Serve Idaho determined disaster response and recovery activities. In the event of a Member activation, service activities are likely to include remote opportunities such as supporting virtual call centers or social media monitoring. Member activation and Member deployment opportunities may include assisting organizations with: volunteer reception centers (ex: registering spontaneous volunteers, data entry), donations management (ex: sorting, inventorying and/or distributing donations), shelter operations, feeding, clean-up (mucking & gutting), and/or debris removal. If Members are activated or deployed by Serve Idaho, service hours spent in response to that event may be counted towards the total required Member hours of a given Member.
- C. Subrecipients, such as Idaho State University, must provide all Members with basic training on disaster preparedness, response, and recovery. Serve Idaho will make training materials available for subrecipient's use to meet this requirement, or subrecipients may partner with local (city/county) emergency managers, Members of their local or state VOADs (Voluntary Organizations Active in Disaster), the Idaho Division of Emergency Management (IDEM), or similar agencies. If Member support is requested, Serve Idaho will ensure that Members are provided with task-specific training and supervision by the governmental or nongovernmental entity that has requested support.



BANNOCK COUNTY COMMISSIONERS
 624 E. Center, Pocatello, ID 83201
 Phone: (208) 236-7210 • Fax: (208) 232-7363

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Business Meeting Agenda Request Form

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Requestor Name:

Randy Hobson

Department:

Assessor

Requestor Email:

randyh@bannockcounty.gov

Item(s) to be considered:

Value Cancellation

Date of meeting being requested:

01/20/2026

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

Anita Hymas



BANNOCK COUNTY
ASSESSOR'S OFFICE
130 N. 6TH AVE., Pocatello, ID 83201
P.O. Box 4969, Pocatello, ID 83205

ANITA HYMAS
Assessor

Phone: (208) 236-7260
Fax: (208) 232-7074

January 20, 2026

Honorable Commissioners
Jeff Hough, Chairman
Bannock County Courthouse
Pocatello, Idaho 83205

Honorable Commissioners:

Please allow the following property tax cancellations pertaining to the **2023, 2024 & 2025 property tax roll**. Calculations are to be completed by the Bannock County Treasurer using the appropriate levy and the following market value. Any request for tax cancellation will be accompanied with an explanation for each individual parcel. This request for tax cancellation does not affect the certified market value. Idaho Code 63-1302

PARCEL NUMBER 2025	OWNER	EXPLANATION	MARKET VALUE CANCELLATION
MHMHPGH022101	Murales Cruz, Cesar A	MH Moved to Jerome County	\$39,613
RPRPCPP158900	State of Idaho	Remove Landfill Fee	\$150
RPR3851009200	North Bannock Fire Dist	Remove Landfill Fee	\$50
RPRPPOC328500	City of Pocatello	Acquired by City	\$98,410
RPRPPOC210000	Bannock County (IHFA)	County Owned	\$100,000
MHMHLLE000801	Hobson, Barry & Edna	HEX not applied on Cat 65	\$9,355
RPRPCPP088700	Luce, Haley	Related Parcel/HEX not applied	\$1,527
LRPB011008200	Clark Radio Electronics	Tower no longer exists	\$19,138
RPRPCPP148000	Ratliff, Gary Brandon	Correction during BOE did not get applied	\$337,503
MHMHPFL011405	Harmison, Steven John	HEX Correction	\$37,230
MHMHPB2001706	Casper, Samuel	MH burned cancel 8 months	\$8,520
RPRPRGS000500	Bickley, David Ray	Dev Ex dropped off parcel	\$60,750
RPRPPOC269000	Housing Alliance	Acquired by Housing Alliance (5months)	\$18,671
RPRPPOC269100	Housing Alliance	Acquired by Housing Alliance (5months)	\$18,883
RPRPPOC269200	Housing Alliance	Acquired by Housing Alliance (5months)	\$9,390
RPRPPOC269300	Housing Alliance	Acquired by Housing Alliance (5months)	\$17,833
RPRPPOC269400	Housing Alliance	Acquired by Housing Alliance (5months)	\$19,371
RPRPPOC269500	Housing Alliance	Acquired by Housing Alliance (5months)	\$18,988
RPRPPOC269600	Housing Alliance	Acquired by Housing Alliance (5months)	\$18,463
RPRPTRI000200	Housing Alliance	Acquired by Housing Alliance	\$63,149
RPRPTRI000300	Housing Alliance	Acquired by Housing Alliance	\$18,147
RPRPTRI000400	Housing Alliance	Acquired by Housing Alliance	\$18,147
RPRPTRI000500	Housing Alliance	Acquired by Housing Alliance	\$16,130
RPRPTRI000600	Housing Alliance	Acquired by Housing Alliance	\$16,130
RPRPTRI000700	Housing Alliance	Acquired by Housing Alliance	\$18,147

RPRPTRI000800	Housing Alliance	Acquired by Housing Alliance	\$18,147
RPRPTRI000900	Housing Alliance	Acquired by Housing Alliance	\$16,130
RPRPTRI001000	Housing Alliance	Acquired by Housing Alliance	\$16,130
RPRPTRI001100	Housing Alliance	Acquired by Housing Alliance	\$18,147
RPRPTRI001200	Housing Alliance	Acquired by Housing Alliance	\$18,147
RPRPTRI001300	Housing Alliance	Acquired by Housing Alliance	\$18,147
2024			
RPRPRGS000500	Bickley, David Ray	Dev Ex dropped off parcel	\$60,750
2023			
RPRPRGS000500	Bickley, David Ray	Dev Ex dropped off parcel	\$60,750

Sincerely,



Anita Hymas
Bannock County Assessor
CC: TRSR; FILE

BANNOCK COUNTY COMMISSIONERS

Chairman

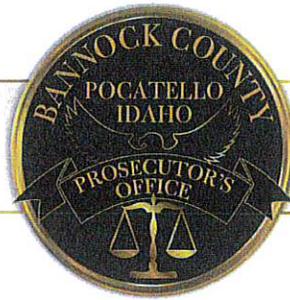
Commissioner

Commissioner

1-20-2026



BANNOCK COUNTY
PROSECUTOR'S OFFICE
624 E. Center St., Room 204
Pocatello, ID 83201



IAN C. JOHNSON
Prosecutor

Phone: (208) 236-7280
prosecutor@bannockcounty.us

602nn Public Hearing Outline

1. The County's ordinance relative to Idaho Code 63-602nn has expired. The County is now at a disadvantage in competition with other Counties and states in offering the tax relief authorized under 602nn as the code requires the Board of County Commissioners to operate under an existing ordinance in order to grant the tax relief.
2. Legal is requesting authorization from the Board of County Commissioners to draft a new ordinance to be passed by the Commission at a later date. Legal is also requesting the Board to arrive at a decision as to what the valuation threshold should be for new applications on plant investments.
3. Under Idaho Code 63-602nn(2)(g)(i), in order to grant 63-602nn tax incentives, the Board of County Commissioners must "establish by ordinance an investment amount not less than five hundred thousand dollars (\$500,000) at all project sites within the county for which the exemption and all exemptions thereafter granted shall apply." This is required to ensure uniformity and equal opportunity to all tax payers.
 - a. The Board of County Commissioners will need to decide what they want the threshold to be. A lower threshold makes application available to a greater amount of plant investments. A larger threshold effectively limits the size of plant investments that would qualify for the tax relief.
 - b. The Board may also decide on a tiered approach. See 1-23-15: New Business Investment from the Canyon County Ordinance attached below. Canyon has seen fit to place caps on the tax relief based upon the size of the investment and the amount of jobs created. This is consistent with Idaho Code 63-602nn. The Board may follow this approach, or opt to make the decision discretionary in each case. The Board may also modify the tiered approach by including "jobs saved" with "jobs created."

ARTICLE 23
CANYON COUNTY BUSINESS INVESTMENT INCENTIVE

SECTION:

- 01-23-01: Title**
- 01-23-03: Authority And Purpose**
- 01-23-05: Definitions And Acronyms**
- 01-23-07: Preliminary Negotiations**
- 01-23-09: Project Plan**
- 01-23-11: Application**
- 01-23-13: Approval Process**
- 01-23-16: New Business Investment**
- 01-23-17: New Investment In Existing Business**
- 01-23-19: Additional Exemption For Demonstrated Indirect Benefits (Rep. by Ord. 18-031, 11-15-2018)**
- 01-23-21: On-Going Valuation Of Property**
- 01-23-23: Annual Report And Review**

01-23-01: TITLE:
This article shall be known as the *CANYON COUNTY BUSINESS INVESTMENT INCENTIVE ORDINANCE OF 2017*. (Ord. 18-031, 11-15-2018)

01-23-03: AUTHORITY AND PURPOSE:
This article is enacted pursuant to authority conferred by article 12, section 2, Idaho Constitution, and Idaho Code sections 31-714, 31-801, 31-828, and 63-602NN.

The purpose of this article is to provide objective criteria for determining the amount of incentive tax relief that is proportional to the significant economic benefits produced by a proposed project. Placing these criteria in an ordinance provides prospective applicants with information for planning and makes the process more transparent.

Because Property Tax incentives effectively shift the tax burden to other taxpayers, it is important that significant benefits accrue to the public good, primarily in the form of high-paying jobs and increased property values. As a result, exemptions should not be granted unless the Board of County Commissioners ("Board") finds that a combination of direct and indirect benefits to the community from a proposed project substantially exceeds the projected cost of the tax shift. These criteria are intended to help make those determinations.

While the purpose of Property Tax incentives is to both attract new businesses and retain existing business, relevant incentives may differ. Therefore, in some respects, new and existing businesses are evaluated differently. The provisions of this article will also be applied to applications filed under Idaho Code section 63-606A, except when specifically inconsistent therewith. (Ord. 18-031, 11-15-2018)

01-23-05: DEFINITIONS AND ACRONYMS:
The words and phrases included in this article shall be given their regular and ordinary meaning. Legal terms shall be given the meanings applicable to Idaho Code section 63-602NN when applicable, and when not defined therein, as otherwise provided by applicable Idaho law. (Ord. 18-031, 11-15-2018)

01-23-07: PRELIMINARY NEGOTIATIONS:
Prospective applicants, or their authorized agents, may request to meet with the Board to engage in preliminary negotiations and discussions regarding incentives. Applicants may operate under a pseudonym and meetings may be held in executive session under Idaho Code section 74-206(1)(a) if an agent of the prospective applicant with authority to negotiate is present, and when approved by the Board. (Ord. 18-031, 11-15-2018)

01-23-09: PROJECT PLAN:
Prior to completing an application, prospective applicants should prepare a written project plan that addresses all requirements under Idaho Code section 63-602NN. The project plan can be used during preliminary negotiations, and must be included as part of any application. A spreadsheet showing the nature and timing of investments and proposed exemptions should be part of the project plan. (Ord. 18-031, 11-15-2018)

01-23-11: APPLICATION:
In order to be considered, an application must include a project plan. An application can be filed under a pseudonym, but no application will be granted until: 1) the prospective applicant has secured the right to obtain or secure a particular property, and 2) the applicant is prepared to make the project public. No exemption can be granted under a pseudonym. Application must be made on a form provided by the Assessor's Office. (Ord. 18-031, 11-15-2018)

01-23-13: APPROVAL PROCESS:
Applications will initiate final negotiations and preparation of documents that will be necessary for the Board to consider and approve an exemption. Once documents are prepared, a public meeting will be placed on the Board's agenda and notice will be provided as required by Idaho Code section 63-602NN(5). At the public meeting, the Board will consider the application and make determinations regarding whether exemptions will be granted, and if so, to what extent. In doing so, the Board will be guided by the criteria set forth in this article. Applicants must be prepared to have their identity made public once the public meeting is scheduled. (Ord. 18-031, 11-15-2018)

01-23-16: NEW BUSINESS INVESTMENT:
It is the intent of the Board to provide incentives for investments in new business where the new business:

- (1) Demonstrates and certifies that "but for the incentive", the business would not locate in the County but would locate at another specific locale;
- (2) Creates jobs that pay competitive wages that exceed the average wage (including benefits) for the County as determined by the State of Idaho;
- (3) Demonstrates significant indirect benefits; and
- (4) Agrees to all terms and conditions imposed by the Board, including, but not limited to, recoupment provisions that might encumber project property.

Businesses that meet these criteria may be eligible for the following incentives:

Level I Investment:

Investment	\$500,000.00 to \$3,000,000.00
Net new job creation	10 or more
Exemption	Maximum 40 percent for up to 3 years

Level II Investment:

Investment	\$3,000,000.01 - \$499,999,999.99	
Net new job creation	20 or more	
Maximum exemption:	Multiplier < 2.0	Multiplier ≥ 2.0
Real & personal property year 1	75%	80%
Real & personal property year 2	75%	80%
Real & personal property year 3	50%	70%
Real & personal property year 4	25%	60%
Real & personal property year 5	25%	50%

Level III Investment:

Investment:	\$500,000,000 or more	
Net new job creation:	350 or more	
Maximum exemption:	Multiplier < 2.0	Multiplier ≥ 2.0
Real & personal property year 1	90%	100%
Real & personal property year 2	80%	100%
Real & personal property year 3	70%	100%
Real & personal property year 4	60%	100%
Real & personal property year 5	50%	100%

The multiplier is the "employment multiplier" as determined for that project by the Idaho Department of Commerce. A 2.0 multiplier means that for every job created by the project, one additional job is created indirectly. Both the investment and job creation requirements of a level must be met to be eligible for that level. Investment includes only qualified investments as defined by Idaho Code section 63-602NN. In no event can an exemption be made unless it qualifies under Idaho Code section 63-602NN. Exemptions are only available under level I for projects located outside of Nampa and. Exemptions are not available under levels I, II, and/or III investments for housing and residential buildings or facilities.

(Ord. 18-031, 11-15-2018; amd. Ord. 22-020, 9-13-2022)

01-23-17: NEW INVESTMENT IN EXISTING BUSINESS:

It is the intent of the Board to provide incentives for investments in existing business under the same criteria and limitations as set forth in section 01-23-15 of this article, with the following modifications:

- (1) Investment includes only qualified investments as defined by Idaho Code section 63-602NN, not including replacement equipment; and
- (2) If existing business does not meet job thresholds but does not reduce employment from the previous three (3) years average, the existing business may be eligible for a reduced exemption as identified in the table below:
- (3) If expansion does meet job thresholds as noted in section 1-23-15, the below criteria applies:

Level I Investment:			
Investment	\$500,000.00 to \$3,000,000.00		
Exemption	Maximum 25 percent for up to 3 years		
Level II Investment:			
Investment	\$3,000,000.01 or more		
Maximum exemption:	Multiplier < 2.0	Multiplier > 2.0	
Real & personal property year 1	60%	70%	
Real & personal property year 2	40%	60%	
Real & personal property year 3	30%	50%	
Real & personal property year 4	20%	40%	
Real & personal property year 6	10%	30%	

Exemptions are not available under levels I and/or II investments for housing and residential buildings or facilities.

(Ord. 18-031, 11-15-2018; amd. Ord. 22-020, 9-13-2022)

01-23-19: ADDITIONAL EXEMPTION FOR DEMONSTRATED INDIRECT BENEFITS:

(Rep. by Ord. 18-031, 11-15-2018)

01-23-21: ON-GOING VALUATION OF PROPERTY:

In order to avoid value disputes immediately after the expiration of any exemptions granted under this article, as a condition of receiving an exemption, a recipient must agree that all property subject to an exemption will, after expiration of the exemption, be valued for assessment purposes at no less than the capitalized value for the life of the investment using State Tax Commission schedules. (Ord. 18-031, 11-15-2018)

01-23-23: ANNUAL REPORT AND REVIEW:

No later than March 1 each year, beginning the year an exemption is effective, and continuing each year thereafter until the exemption ends, each recipient of an exemption under this article shall submit a report and certification of compliance. The report shall contain, at a minimum, the following:

- (1) The average number of full-time employees during the previous calendar year;
- (2) A schedule of the employee positions, together with salaries paid, and employee benefit costs listed separately, together with copies of each Employer Quarterly Unemployment Insurance Tax Report for the previous calendar year;
- (3) An itemized list of all new equipment and the cost and capitalization of each; and
- (4) A compliance statement explaining whether recipient is in compliance with the terms and conditions of the exemption, and fully explaining any areas of non-compliance.

Failure to timely submit a complete annual report is grounds for immediately terminating an exemption.

The annual report shall be submitted to the Assessor's Office, with a copy provided to the Economic Development Office of the jurisdiction where the investment was made. (Ord. 18-031, 11-15-2018)

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 Bannock County Clerk has the following agreements that have reached their expiration far beyond auditable requirements (a more detailed log is located on the County network at: agreements\$\files\server):

Contract End Years	Department/Category	
1984-1994	Ag Extension	Budgets, agreements
1984-1990	Ambulance	Intergovernmental, financing
1985-1992	Audit	Letters for audits
1985-1991	Bonds	Public official bonds
1983-1994	Building	Inspection agreements with cities
1984	CETA	Work program
1985-1987	County Property	Purchase/sale agreements
1983-1990	Courthouse	Elevator, energy projects, remodel, rent
1982	CWEP	Work program
1989-1991	Emergency 911	Permit, financing
1984-1991	Fairgrounds	Leases, maintenance, horse racing
1981-1984	BRMC/Hospital	Leases, rehab
1978-1981	Indigent	Insurance, ambulance, funeral homes
1978-1983	Insurance	Liability, health, auto
1975-1993	Landfill	Permits, feasibility, salvage, construction
1976-1989	Law Enforcement	Detention agreements, city enforcement agreements, forest service
1978-1990	Miscellaneous	Office equipment leases, construction, judges, addressing, mail Bridge inspection agreements, UPRR agreement, ROW's, construction,
1974-1992	Road and Bridge	equipment financing, gravel crushing
1975-1980	SICOG	Lease, feasibility pilot, IGA application
1973	Waterways	State agreement with multi-counties
1978-1986	Weeds	Operating plan, intergovernmental, forest services

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 Clerk is authorized to destruct the agreement records as listed 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

BANNOCK COUNTY COMMISSIONERS

624 E. Center, Pocatello, ID 83201
 Phone: (208) 236-7210 • Fax: (208) 232-7363



ERNIE MOSER
 Commissioner
 1st District

JEFF HOUGH
 Commissioner
 2nd District

KEN BULLOCK
 Commissioner
 3rd District

Business Meeting Agenda Request Form

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:15 a.m.** in the Commissioners' Chambers in the Bannock County Courthouse, Room 212; 624 E Center Pocatello, Idaho or as noticed **48 hours** prior to the meeting at <https://bannockcounty.us/commissioners/>. The Commissioners also hold meetings throughout the week as coordinated with the Commissioners' staff. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special accommodations to participate in public meetings should contact the Commissioners' Office at 208-236-7210, three to five working days before the meeting.

Requestor Name:

Stacy Lusk

Department:

Bannock County Sheriff's Office

Requestor Email:

stacyn@bannockcounty.gov

Item(s) to be considered:

The Sheriff's Office will have Western Records Destruction shred various records that are ready for disposal according to the Bannock County Sheriff's Office retention policy.

Date of meeting being requested:

01/15/2026

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

N/A SIGNATURE ONLY

Memo

To: Board of Bannock County Commissioners

From: Sheriff Tony Manu

Date: January 13, 2026

Re: Shredding

The Bannock County Sheriff's Office Civil, Records, Driver's License, Detectives, Detention, and Patrol will be shredding approximately 40 boxes of various records. The material to be shredded by these divisions is ready for disposal in accordance with the Bannock County Sheriff's Office Retention Policy.

Records Office- 20 boxes of bookings from 2025 that have been scanned to a permanent location.

Detention Office-15 boxes of inmate records that fall into the temporary retention schedule of less than 2 years.

Western Records Destruction Company will shred the material.

Sheriff Tony Manu
Bannock County Sheriff's Office

BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Commissioner

Ken Bullock, Commissioner

	<p>Civil Enforcement Case Files</p> <p>Record of Actions taken relating to specific civil case. Information may include attempts at service, actual service information, evictions and documentation of enforcement actions taken under the provisions of the order.</p>	<p>Idaho Code 31-871</p>	<p>TEMP-NO LESS THAN 2YRS/ AND OR SCANNED PERMANENT</p> <p>DESTROY 24 HRS</p>
	<p>Officer Notes</p> <p>Notes written by officers during the course of a shift containing information, which may or may not be included in an official report. May pertain to contacts, incidents, unusual circumstances, and other subjects. Useful for referral in writing reports and testifying in court. Information includes names, dates, times, vehicles, activities, locations, and related data.</p>	<p>Idaho Code 31-871</p>	<p>TEMP- NO LESS THAN 2 YRS</p>
	<p>Miscellaneous Office Correspondance (CIVIL)</p>	<p>Idaho Code 31-871</p>	<p>TEMP- NO LESS THAN 2 YRS</p>
	<p>Request of Status Checks (CIVIL)</p>	<p>Idaho Code 31-871</p>	<p>TEMP- NO LESS THAN 2 YRS</p>
	<p>Month End Balance Sheet (CIVIL)</p>	<p>Idaho Code 31-871</p>	<p>TEMP- NO LESS THAN 2 YRS</p>
	<p>Duplicate Receipt Books (CIVIL)</p>	<p>Idaho Code 31-871</p>	<p>SEMI-PERMANENT NO LESS THAN 5 YRS</p>

	<p>Traffic and Other Citations</p> <p>Driver's Services Copy and Court Copies (2) are given to Bonds and Fines located at the Courthouse, the Defendant's copy is given to the defendant, the Officer's copy is entered into Spillman and returned to the Officer.</p>	N/A	N/A
	<p>Video Evidence/Cop View Video</p> <p>Unless otherwise noted</p>	Idaho Code 31-871	TEMP-NO LESS THAN 2 YRS
	<p>Activity Logs and Reports</p> <p>contract town times</p>	Idaho Code 31-871	TEMP-NO LESS THAN 2 YRS
	<p>Officer Daily Logs</p>	Idaho Code 31-871	TEMP-NO LESS THAN 2 YRS
	<p>Officer Training Records</p> <p>This pertains to past employee records</p>	Idaho Code 31-871	SEMI-PERMANENT NO LESS THAN 5 YRS
	<p>Current Officer Training Records</p> <p>Please refer to the above once the status changes from current to past.</p>	Idaho Code 31-871	INDEFINATE WHILE EMPLOYED
	<p>Warrants</p> <p>Search Warrants and Copies of Warrants</p>	Idaho Code 31-871	SEMI PERMANENT NO LESS THAN 10 YRS

	<p>Lost and Found Property Records</p> <p>Records Documenting Lost and Found, Abandoned Property. Money, Bicycles, Autos, not related to a crime. Inventory Lists</p>	<p>Idaho Code 31-871</p>	<p>SEMI-PERMANENT NO LESS THAN 5 YRS</p>
	<p>MCR Reports</p>	<p>Idaho Dept. of Admin</p>	<p>SEMI-PERMANENT NO LESS THAN 5 YRS</p>
	<p>OR Reports</p> <p><u>Charged Crimes Against Adults/Children</u> Prosecutor Approval</p> <p><u>Not Charged</u></p>	<p>Idaho Code 31-871</p>	<p>SEMI-PERMANENT NO LESS THAN 15 YRS</p> <p>SEMI-PERMANENT NO LESS THAN 10 YRS</p>
	<p>Detective Cases</p> <p><u>Property Crime</u></p> <p><u>Involving People</u></p> <p><u>Homicide Cases</u></p>	<p>Idaho Code 31-871</p>	<p>SEMI-PERMANENT NO LESS THAN 10 YRS</p> <p>PROSECUTORS OR INDEFINATE</p> <p>INDEFINATE</p>
	<p>Informant Case Files</p> <p>Records that document information about informants used by department personnel. May include reports, case notes, correspondence, payment records, fingerprint cards, signature cards, letters of understanding on informant activities and related records.</p>	<p>Idaho Code 31-871</p>	<p>SEMI-PERMANENT NO LESS THAN 5 YRS</p>
	<p>Confidential Informant Case Files</p> <p>Original records that document information about confidential informants used by authorized personnel. May include case notes, written statements, interviews, photos, recordings.</p>	<p>Idaho Code 31-871</p>	<p>SEMI-PERMANENT NO LESS THAN 5 YRS</p>

Detention Inmate Records Retention/Destruction Schedule

		RESOURCE	RETENTION SCHEDULE
	Booking & Inmate	IDAHO DEPT. OF ADMIN	SEMI-PERMANENT NO LESS THAN 10 YRS
	Court orders/records	IDAHO DEPT. OF ADMIN	SEMI-PERMANENT NO LESS THAN 10 YRS
	Photographs/Fingerprints	IDAHO DEPT. OF ADMIN	SEMI-PERMANENT NO LESS THAN 10 YRS
	Itemized inventory forms (Property, money, etc.)	IDAHO DEPT. OF ADMIN	SEMI-PERMANENT NO LESS THAN 10 YRS
	Request slips	IDAHO DEPT. OF ADMIN	SEMI-PERMANENT NO LESS THAN 10 YRS

	Cash account activity	IDAHO DEPT. OF ADMIN	SEMI-PERMANENT NO LESS THAN 10 YRS
	Classification records	IDAHO DEPT. OF ADMIN	SEMI-PERMANENT NO LESS THAN 10 YRS
	Rule infraction reports	IDAHO DEPT. OF ADMIN	SEMI-PERMANENT NO LESS THAN 10 YRS
	Disciplinary action records	IDAHO DEPT. OF ADMIN	SEMI-PERMANENT NO LESS THAN 10 YRS
	Grievances	IDAHO DEPT. OF ADMIN	SEMI-PERMANENT NO LESS THAN 10 YRS
	Incident reports	IDAHO DEPT. OF ADMIN	SEMI-PERMANENT NO LESS THAN 10 YRS
	PREA Specific Incidents (reports, evidence, etc.)	PREA FEDERAL STANDARDS	SEMI-PERMANENT NO LESS THAN 10 YRS

	Release records	IDAHO DEPT. OF ADMIN	SEMI-PERMANENT NO LESS THAN 10 YRS
	Work release forms	IDAHO DEPT. OF ADMIN	SEMI-PERMANENT NO LESS THAN 10 YRS
	Work release logs	IDAHO DEPT. OF ADMIN	SEMI-PERMANENT NO LESS THAN 10 YRS
	Any other inmate records	IDAHO DEPT. OF ADMIN	SEMI-PERMANENT NO LESS THAN 10 YRS
	Inmate Count	IDAHO DEPT. OF ADMIN	TEMP-NO LESS THAN 2 YRS
	Cleaning Assignment	IDAHO DEPT. OF ADMIN	TEMP-NO LESS THAN 2 YRS

	Court list	IDAHO DEPT. OF ADMIN	TEMP-NO LESS THAN 2 YRS
	Chaplin/AA In/Out	IDAHO DEPT. OF ADMIN	TEMP-NO LESS THAN 2 YRS
	Disciplinary log	IDAHO DEPT. OF ADMIN	TEMP-NO LESS THAN 2 YRS
	E-Pod Locker Assignments	IDAHO DEPT. OF ADMIN	TEMP-NO LESS THAN 2 YRS
	Kitchen Salyport In/Out log	IDAHO DEPT. OF ADMIN	TEMP-NO LESS THAN 2 YRS
	Housing Activity	IDAHO DEPT. OF ADMIN	TEMP-NO LESS THAN 2 YRS

	Housing Bunk Assignment	IDAHO DEPT. OF ADMIN	TEMP-NO LESS THAN 2 YRS
	Key Counts/Control (Central)	IDAHO DEPT. OF ADMIN	TEMP- NO LESS THAN 2 YRS
	Law Library log	IDAHO DEPT. OF ADMIN	TEMP-NO LESS THAN 2 YRS
	Razor list	IDAHO DEPT. OF ADMIN	TEMP-NO LESS THAN 2 YRS
	Rec Yard log	IDAHO DEPT. OF ADMIN	TEMP-NO LESS THAN 2 YRS
	Shift Schedules	IDAHO DEPT. OF ADMIN	TEMP-NO LESS THAN 2 YRS

	Security Checks (Central)	IDAHO DEPT. OF ADMIN	TEMP-NO LESS THAN 2 YRS
	Sheriff's Count	IDAHO DEPT. OF ADMIN	TEMP-NO LESS THAN 2 YRS
	Taser In/Out log (Central)	IDAHO DEPT. OF ADMIN	TEMP-NO LESS THAN 2 YRS
	Volunteer In/Out log (Central)	IDAHO DEPT. OF ADMIN	TEMP-NO LESS THAN 2 YRS
	Work Release List	IDAHO DEPT. OF ADMIN	TEMP-NO LESS THAN 2 YRS
	Misc. documents, forms or logs	IDAHO DEPT. OF ADMIN	TEMP-NO LESS THAN 2 YRS

Bannock County Sheriff Retention Policy

	RESOURCE	RETENTION SCHEDULE
<p>Prisoner Board Billings</p> <p>County/ US Marshall prisoner fee billings</p> <p>Financial Records</p>	<p>Idaho Code 31-871</p>	<p>SEMI-PERMANENT NO LESS THAN 5 YRS</p>
<p>Pop Money Receipts/Lists</p> <p>Money taken from inmates commissary accounts/Checks payable to BCSDA (inmates required to sign receipt put in booking as a permanent record)</p> <p>Financial Records</p>	<p>Idaho Code 31-871</p>	<p>SEMI-PERMANENT NO LESS THAN 5 YRS</p>
<p>Monthly Bank Statements</p> <p>Activity with POTELCO Inmate Commissary Checks</p> <p>Financial Records</p>	<p>Idaho Code 31-871</p>	<p>SEMI-PERMANENT NO LESS THAN 5 YRS</p>
<p>Commissary Order Reports</p> <p>INP collections/Commissary Collections reports/Check receipts written</p> <p>Financial Records</p>	<p>Idaho Code 31-871</p>	<p>SEMI-PERMANENT NO LESS THAN 5 YRS</p>
<p>Telmate Deposit</p> <p>Any Fees or money from inmates by mail, intake, or fees (inmate receipt of money in booking as a Permanent Record)</p> <p>Financial Record</p>	<p>Idaho Code 31-871</p>	<p>SEMI-PERMANENT NO LESS THAN 5 YRS</p>

	<p>Deposit Books</p> <p>Deposit Slips from bank account at Potelco</p> <p>Financial Records</p>	<p>Idaho Code 31-871</p>	<p>SEMI-PERMANENT NO LESS THAN 5 YRS</p>
	<p>Detention Fund Deposit</p> <p>Includes Copy of daily intake report, total deposit, balance</p> <p>Financial Reports</p>	<p>Idaho Code 31-871</p>	<p>SEMI-PERMANENT NO LESS THAN 5 YRS</p>
	<p>Receipt Books</p> <p>Commissary Trust, SCILD fees, Housing fees, W/R fees, Reports & Fingerprints, CWP's. Sex Offender, Misc.</p> <p>Financial Reports</p>	<p>Idaho Code 31-871</p>	<p>SEMI-PERMANENT NO LESS THAN 5 YRS</p>
	<p>Inmate Lists/Board Bill</p> <p>Twice monthly an inmate list is ran for billing outside counties and federal entities</p>	<p>Idaho Dept. of Admin</p>	<p>SEMI-PERMANENT NO LESS THAN 2 YRS</p>
	<p>Evidence Reports</p>	<p>Idaho Code 31-871</p>	<p>SEMI-PERMANENT NO LESS THAN 10 YRS</p>

	Attachments LAW INCIDENT ATTACHMENTS TO A DEPUTY REPORT, STATEMENTS	Idaho Dept. of Admin	PERMANENT SCANNED, DESTROY 24 HRS
	DUI Test Records	Idaho Code 31-871	PERMANENT SCANNED NO LESS THAN 10 YRS
	Concealed Weapons APPLICATIONS AND LOGS OF CONCEALED WEAPONS PERMIT	Idaho Dept. of Admin	SEMI-PERMANENT NO LESS THAN 5 YRS
	SCILD Inmate work program, forms and daily time sheets	Idaho Dept. of Admin	TEMP-NO LESS THAN 2 YRS
	Multi Sale/Gun Purchase & Licensing Businesses that are required to send the Sheriff's Office applications on multi gun purchases	Idaho Dept. of Admin	SEMI-PERMANENT NO LESS THAN 10 YRS

	<p>Sex Offenders</p> <p>paperwork in file of deceased sex offender, Original paperwork sent to the State.</p>	Idaho Dept. of Admin	TEMP- NO LESS THAN 2 YRS
	<p>Impound/Towed Vehicle Paperwork</p> <p>Towed/Vehicle Inventory Notice that the officer fills out. A copy is given to the registered owner, tow company, our records, and one intially for the state if needed for processing a title for vehicle.</p>	Idaho Dept. of Admin	PERMANENT SCANNED AC DESTROY 24 HRS
	<p>Expungements</p> <p>Records will be expunged from individual per court</p>	Idaho Dept. of Admin	SEMI-PERMANENT NO LESS THAN 10 YRS
	<p>Booking Photos</p> <p>Old booking photos that Records Division received from the Jail to File</p>	Idaho Dept. of Admin	SEMI-PERMANENT NO LESS THAN 10 YRS
	<p>Case File</p> <p>Incident/Inmate case files and indexes from 1991 prior</p>	Idaho Dept. of Admin	SEMI-PERMANENT NO LESS THAN 10 YRS

	Purchase Orders	Idaho Dept. of Admin	SEMI-PERMANENT NO LESS THAN 5 YRS
	Personnel Records Current Employees, Past Employees, Background Files: Current/Past Employees, Medical Files: Current/Past Employees, IA's, Polygraphs, Medical	Idaho Dept. of Admin	SEMI-PERMANENT NO LESS THAN 10 YRS
	Applications for Employment		TEMP- NO LESS THAN 1 YR
	Property Sales Records Documents sale and conveyance of real and personal property by the enforcement agency. May include certificates of levy, notices of sale, publication proofs, mailing receipts, copy of judgement and execution, certificate of sale, return of service, and copy of deed issued.	Idaho Code 31-871	PERMANENT NO LESS THAN 10 YRS
	Writ of Execution/Garnishments/Warrants of Distrain Court enforced garnishment orders issued by the court system. May include garnishment of wages, bank garnishments, and collection of delinquent property taxes.	Idaho Code 31-871	SEMI-PERMANENT NO LESS THAN 5 YRS AND/OR SCANNED PERMANENT DESTROY 24 HRS

Memo

To: Board of Bannock County Commissioners
From: Bannock County Commission Office Staff
Date: January 20, 2026
Re: Authorization to destroy documents

Dear Commissioners,

I am requesting authorization for the Board of Bannock County Commissioners to dispose of documents according to the records destruction schedule set forth by the Bannock County Clerk's Office. Please see the list below:

Boxes/Documents to Dispose	
Department/Year	Document(s)
Commission/2014/Agreements and Contracts	Ambulance, Auditing, Building Inspection for S. County Cities, Commission, Courts, Courthouse, Deeds, Easements, EMS Grant, Fair, Emergency, Hospital, Juvenile Justice, Landfill, Law Enforcement, GIS, Planning, Sheriff, Treasurer, Weed
Commission/1994/Agreements, Contracts and Misc. docs	Fair, Weed
Commission/1995/Agreements, Contracts and Misc. docs	Fair, Emergency Services, Jr. College, Claims against Bannock County, Bids, Ambulance, Weed, Water, Veterans, BOE, Tax Deed, Road and Bridge, Public Defender, Prosecutors
Commission/1995	Misc docs re Ligertown, unsigned Ordinance re Dangerous animals, 1995 minutes already scanned into the computer, mail, memos, agendas from outside entities, Landfill, Proof of Publication, Law enforcement
Legal Opinions/1976-1988	Econ. Dev. contract legal opinion, proposed gravel pit agreement, bids, tax anticipation, health dept budget, budget transfers, Public Hrng., closure of access roads to public lands by landowners, moratoriums on acceptance of new roads, Simplot Slurry Line,
	Bannock Nursing Home, hospital boards, racial/sexual harrassment, Kiwanas, Road and Bridge tax levy, fairgrounds concession stand fire, sale of energy to utility co., BOE, appoint. of Public Defender, weed
	control notice, noxious weeds on RR property, recycling paper, energy audit, fee for Sunday wine sales, Cemetery Districts, metal salvage, misc. landfill, proposed agreements for S. County cities,

Legal Opinions, continued	financial consultant agreement for proposed bond election, medical care for BC inmates, City/County costs for Juvenile Detention, protocol re mental holds, Fair Labor standards, Liability and Unemployment
	Insurance, Comp Plan, misc. property, Marsh Valley hospital, emergency care of juvenile indigents, misc. hospitals, indigent, nursing homes, emergency disaster preparedness, special election
	for fire district, elections/vacancy, fire control/districts, claims, fairgrounds sanitary sewer, misc agreements, what constitutes county business
Commission/2001/agendas, misc mail	Misc Mail, Snowmobile, BOE, Road and Bridge, Veterans, Water, Weed, Tax Cancellations, Grants, Health, Indigent appeals and reimbursement hearings
	Insurance, Invoices, Juvenile, Legislation, Law Enforcement, Letters of Support, District Court, Memos, Planning, Land Development, Landfill, Newspaper Clippings, Oaths of Office, Parks and Recreation,
	Plats and PILT, Proclamations, Personnel

Thank you for your consideration in this matter.

BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chairman

Ernie Moser, Commissioner

Ken Bullock, Commissioner

**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 January 13 and 15, 2026, as approved during the meeting of January 20, 2026.

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Member

Ken Bullock, Member

ATTEST:

Jason C. Dixon, Clerk



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Tuesday, January 13, 2026
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 Jonathan Radford

Agenda Details

AGENDA	
	Regular Business (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"> Discussion about LA Semiconductor with possible Executive Session under Idaho Code §74-206(1)(e) to consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations with potential action following adjournment of Executive Session (requested 10 minutes) (action item)
3	<ul style="list-style-type: none"> Alisse Foster, Planning and Development, requesting review and approval of Chestnut Hill Subdivision (requested 5 minutes) (action item)
4	<ul style="list-style-type: none"> Hal Jensen and Tristan Bourquin, Planning and Development, providing an updated timeline for Land Use and Development Ordinance (requested 15 minutes) (action item)
5	<ul style="list-style-type: none"> Discuss Vehicle Use Policy (requested 10 minutes) (action item)
6	<ul style="list-style-type: none"> Kristi Klauser, Auditing, requesting (1) signature on Secure Rural Schools Certification of Title III expenditures, and (2) providing an ARPA update (requested 5 minutes) (potential action item)
7	RESOLUTIONS AND ORDINANCES (action items): Resolution 2026-5 Authorizing the Destruction of Auditing Files
8	SIGNATURE ONLY (action items): Memo Authorizing Destruction of Documents
9	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 Mileage and Travel Approvals Minutes: Approval of and signature on certification for meeting minutes for January 6 and 8, 2026.

Meeting Notes

- 9:00 AM Hough called the meeting to order. There were no indigent cases.

- 2 9:00 AM MiaCate Kennedy, CEO of Portneuf Valley Development Corp, Assessor Anita Hymas and Chief Deputy Assessor Randy Hobson appeared. Kennedy explained she has been working with LA Semiconductor for over 18 months. She attended a meeting in Taiwan with other semiconductors where it became apparent we need to keep up the fab here. There is a business looking at the facility here or going to Arizona. There are 300 jobs at the facility here. The city is looking at offering incentives. The request is for the County to look at ways to offer incentives as well. 9:03 AM Moser moved to go into executive session under Idaho Code §74-206(1)(e) to consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states. The motion passed by roll call vote. 9:32 AM Hough moved to exit executive session. The motion passed. Hough moved to write a letter of support and express a willingness to enter negotiations for tax abatements. The motion passed.
- 3 9:34 AM Foster reviewed plat line adjustments for an existing plat. Bullock moved to approve the plat. The motion passed.
- 4 9:36 AM Bourquin presented an updated timeline for the land use ordinance for the best and overall approach to complete the entire ordinance rather than piecemeal sections. Pulling the section out on alternative energy would still require a conditional use permit and following the public hearing requirements. Following previous direction, the ordinance will not include battery storage. The section for alternative energy is separate from what was previously done as that only included solar. There is pressure to get the alternative energy ordinance completed quickly as there is a window offered because of economic conditions. Discussion ensued on approving sections separately, splitting staff time/obligations, saving costs, and doing it right. The best-case estimate is completion and publication on July 3. 9:54 AM Moser moved to follow the suggested timeline. Hough would like to compress the timeline and suggested May 1. Jensen objected in that there are too many variables and they are meeting with council for availability as this timeline will require a special session. Hough called for a vote. The motion passed.
- 5 9:59 AM Bullock discussed the proposed vehicle policy changes and recommended the mileage reimbursement at the GSA or Bannock County's adopted rate. Departments should be on their own budget constraints, and change wording to "must" for personal use and pay both ways. Klauser expressed concern for the language "or" in the mileage reimbursement and discussed resulted in setting the rate every year based off GSA rates before budget season. Klauser questioned the definition of "local" and suggested out of town. Klauser pointed out jurors are reimbursed mileage and that is not budgeted. Moser would like to add in the practice currently being followed that if a county car is available and employees want to go see relatives or vacation, then only one way should be reimbursed. If a county car is not available, then both directions would be reimbursed. Hough suggested preparing drafts of the discussed changed to present at the Elected Official meeting the first week of February. Dixon opined the current practice is a good system and changing that will result in more people wanting to drive and less carpooling just to get the extra pay.
- 6 10:11 AM Klauser reviewed the Secure Rural School reporting. Search and Rescue used the funds for back country recovery. Hough moved to approve the report. The motion passed.
10:13 AM Klauser gave an update on ARPA projects and funds. There is \$263,763.79 remaining due to projects coming in under budget or project changes, which is 1.564% of the total received. There are no remaining contract obligations open and the funds will have to be turned back.
- 7 10:17 AM Moser moved to approve Resolution 2026-5. The motion passed.
- 8 10:17 AM Moser moved to approve the memo to authorize destruction of records. The motion passed.
- 9 10:17 AM Discussion ensued on an alcohol license for a Downey bar. Bullock moved to approve the consent agenda items.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Executive session was held for matters of trade or commerce. A letter of support to be prepared offering discussions for tax exemption proposals for potential new business.	Commission
Plat line adjustments for Chestnut Hill Subdivision were approved.	Planning
Proposed timeline for completing land use ordinance by July 3 was adopted.	Planning
Auditing will prepare drafts of travel policy proposals for discussion with Elected Officials.	Auditing
Secure Rural School Certification was approved.	Auditing
ARPA funds remaining to be turned back.	Auditing
Resolution 2026-5 Authorizing the Destruction of Auditing Files was passed.	Clerk
Requested documents were approved for destruction.	Resolution
Consent agenda items were approved.	Clerk/Auditing/Resolution



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, January 15, 2026
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,

Agenda Details

AGENDA	
Work Session and Claims Meeting (action items)	
Agenda:	
1	<ul style="list-style-type: none"> Maggie Mann, SIPH, providing a quarterly Southeast Idaho Public Health update
2	<ul style="list-style-type: none"> Scott Crowther, Event Center/Wellness Complex, requesting approval of and signature on (1) a contract requesting a partial fee waiver and, (2) and a rental agreement (requested 5 minutes) (action items)
3	<ul style="list-style-type: none"> Jason Dixon, Clerk, discuss monies for the lease of Kinport to go to Idaho Department of Lands (requested 5 minutes) (action item)
4	<ul style="list-style-type: none"> Board of Equalization Occupancy and Sub roll Assessed Values (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
6	Board of Equalization for Sub roll and Occupancy (potential action item)
7	Interviews as allowed in the Request for Qualifications for the Master Planning Design Services with possible Executive Session under Idaho Code §74-206 (1)(e) to consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations with potential action following adjournment of Executive Session (potential action item)

Meeting Notes

- 9:00 AM Hough called the meeting to order. Mann gave updates on respiratory illnesses, measles, vaccine recommendations with changes, and concerns regarding potential legislative Medicaid expansion repeal. Concerns also exist for the lack of health insurance due to the repeal of tax credits.

- 2 9:19 AM Lorie Murray, Carol Burnett, and Logan Anderson appeared. Crowther has been working with Idaho State Civic Symphony for a program for the 4th of July. Anderson reviewed the plan for an outdoor production for America's 250th birthday. The request is to waive fees and offer concessions. Discussion on costs for the overall event, traffic control, parking, and shuttles. Moser moved to approve the agreement with the Idaho State Civic Symphony. The motion passed.
9:31 AM Carolyn Anderson-Merritt with Rock Creek Ranch Roping Productions reviewed a fundraiser roping event. Just before Christmas, she learned a child received a diagnosis of leukemia and the father had emergency surgery. The event this weekend has been turned into a benefit with half the purse going to the family. She requested a fee waiver of half. Crowther relayed the fee is \$685 and suggested a 50% reduction to cover costs. Bullock moved to allow a fee waiver of half. Discussion ensued on costs and panel set up. The motion passed.
- 3 9:40 AM E911 Director Adam McKinney also appeared. Dixon reviewed the Kinport property purchase is close to wrapping up. The Idaho Department of Lands requests the lease payment at closing. Bannock County will start receiving land use payments from other entities. It was requested to approve the lease payment, but also up to \$1,000 to have available at closing for any other potential items. Future budgeting and reserves were reviewed. Moser moved to approve the payment and extra funds for anything that comes up. The motion passed.
- 4 9:38 AM Moser moved to enter into BOE. The motion passed. Hymas explained there are no appeals, phone calls have been fielded and tax bill deadlines. Hough moved to exit BOE. The motion passed.
- 5 9:48 AM Discussion ensued on questions in the claims report. Bullock moved to approve the items in the claims agenda. The motion passed.
- 6 Cancelled.
- 7 2:24 PM Procurement Officer Shanda Crystal, Business and Event Director Scott Crowther, Event Manager Chaney Nielsen, and Operations Manager Steve Crump were present for interviews for Master Planning Design Services. Moser moved to enter into executive session under Idaho Code §74-206 (1)(e) to consider preliminary negotiations involving matters of trade or commerce. The motion passed by roll call vote.
4:52 PM Bullock moved to exit executive session. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Idaho State Civic Symphony granted a fee waiver for 4 th of July/250 th Birthday event.	Parks & Rec
Rock Creek Ranch Roping Productions granted 50% fee waiver for benefit event.	Parks & Rec
Payments for closing on Kinport location were approved.	Clerk/E-911
Board of Equalization was opened for report and no appeals were filed.	Assessor
Items in the claims agenda were approved.	Clerk/Auditing/Resolution
Executive session was held to consider preliminary negotiations.	Clerk