



## **BANNOCK COUNTY COMMISSIONERS' – MEETING**

### **Commissioners' Agenda**

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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.

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### **Tuesday, February 10, 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)
- Mark Dahlquist, Mayor of Pocatello, seeking to provide an update and discussion with the Commissioners (requested 15 minutes) (action item)
- Seth Scott, Juvenile Detention Center, requesting approval of and signature on Independent Contractor Agreement with ABC Addictive Behavior Counseling (requested 5 minutes) (action item)
- Kristi Klauser, Auditing, seeking to discuss Juvenile Detention salary budget and request approval to move funds and benefits from B to A (requested 5 minutes) (action item)
- Karen Trumbull, Office of Emergency Management, regarding signature on 2022 FINAL Grant Adjustment Notice for State Homeland Security Grant Program (requested 5 minutes) (action item)
- Matthew K. Phillips, Human Resources/Risk Management, requesting personnel approval request with possible Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (requested 5 minutes) (action item)

**RESOLUTIONS AND ORDINANCES (action items):**

Resolution 2026-10 Approving January 2026 Salaries  
Resolution 2026-11 Approving January 2026 Alcohol Licenses

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

**SIGNATURE ONLY (action items):**

Fairgrounds Contract with Waived Fees  
Commissioners' Proceedings – January 2026

**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 30, February 3 and 5, 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

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Requestor Name:

Kristi Davenport

Department:

Commission

Requestor Email:

commission@bannockcounty.gov

Item(s) to be considered:

Pocatello Mayor Mark Dahlquist - introduction, providing an update on the City of Pocatello, and general discussion

Date of meeting being requested:

02/10/2026

Time requested:

15 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:

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Requestor Name:

Seth Scott

Department:

Juvenile Detention Center

Requestor Email:

seths@bannockcounty.gov

Item(s) to be considered:

Independent Contractor Agreement between District VI Juvenile Detention Center / Bannock County and Addictive Behavior Counseling

Date of meeting being requested:

02/10/2026

Time requested:

5 Minutes

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

Agreement

Contract/Agreement Begin Date:

02/10/2026

Contract/Agreement End Date:

List of additional attendees:

Kent Hobbs ABC Counseling

## INDEPENDENT CONTRACTOR AGREEMENT

AGREEMENT made between District VI Juvenile Detention Center / Bannock County, a political subdivision of the state of Idaho, herein "ENTITY" and ABC Addictive Behavior Counseling herein "CONTRACTOR",

THE PARTIES AGREE AS FOLLOWS:

1. CONTRACT: ENTITY hereby employs CONTRACTOR as an independent contractor to complete and perform the following: (All clinical interviews, assessments, consultations and counseling must be performed under the guidance of a mental health professional. Mental Health Professional is defined as: a Masters Degree in Social Work, Counseling, Psychology, or a degree in the human services field and must maintain a current LCSW, LMSW, LCPC, or LPC licensure within the state of Idaho.

- Clinical Services
  - Provide clinical services to juveniles placed in the District 6 Juvenile Detention Center. Services include clinical assessments, crisis support, clinical intervention, case management, clinical consultation, transitional services and staff training.
  - Perform clinical assessment and interview at least 85% of juveniles booked into detention for more than 48 hours.
  - Use validated assessment and approved clinical procedures that are pre-authorized by the collaborating partners (IDJC, IDHW, D6JDC, and an independent Research Analyst). Formulate a provisional diagnosis for the youth.
- Treatment Plans
  - The Clinician will formulate a treatment plan for the youth that are in need of treatment or other services. Subsequent to this, the Clinician will give these recommendations to Parents, Probation Officers, Judges and treatment providers to follow through with the recommendations in the community.
- Crisis Support
  - The clinician provides crisis support and assists the detention center staff in the implementation of safety plans.
- Clinical Intervention
  - Provide direct clinical services to detainees who need immediate clinical support. Performs individual and family crisis intervention, including assessing and managing mental health issues and suicidal risk.
- Transitional Services
  - Provides transitional services for each juvenile who exhibits safety or mental health concerns.
  - Engages families throughout the process regarding mental health issues and available services in the community to facilitate post detention services.
  - May participate on a multi-disciplinary team as needed.
  - Will be available for consultation for 15 days after discharge.

- Continuous Improvement
  - Provide data to the project researcher to evaluate the effectiveness of the project. (Track and report performance measurement data. See Attachment A)
  - Participate in all mandatory training and conference calls required for the project.
  - Report challenges, barriers, or other issues to the Detention Administrator.
- Reporting
  - Complete all associated documentation including discharge summaries, referrals and recommendations.
  - Writes reports or assessments for the Court.
- Training
  - Provide training to Detention Staff, Probation Officers, and Judges on mental health issues.
- Facilitate groups
  - Sessions include: Mental Health issues, Methamphetamines (use and risk factors), Dangers and Facts regarding Marijuana use, Dangers and Facts regarding Inhalant use, Teenagers and Alcohol, Alcohol and the Teenage Brain, Why Taking Drugs Doesn't Work, Ecstasy (the facts).

2. COMPENSATION: Entity agrees pay the CONTRACTOR as compensation: The sum of \$58,400 annually or \$4,866.66 monthly.

3. INDEPENDENT CONTRACTOR: The parties agree that CONTRACTOR is the independent contractor of ENTITY and in no way an employee or agent of ENTITY and is not entitled to workers compensation or any benefit of employment with the ENTITY. ENTITY shall have no control over the performance of this Agreement by CONTRACTOR or its employees, except to specify the time and place of performance, and the results to be achieved. ENTITY shall have no responsibility for security or protection of CONTRACTOR'S supplies or equipment. CONTRACTOR agrees to pay and be responsible for all taxes due from the compensation received under this contract.

4. PROFESSIONALISM: CONTRACTOR agrees that all work done shall be of the highest professional standard and shall be performed to the ENTITIES reasonable satisfaction.

5. INDEMNIFICATION: CONTRACTOR agrees to indemnify, defend, and hold harmless ENTITY, and its officers, agents and employees, from and against any and all claims, losses, actions, or judgments for damages or injury to persons or property arising out of or in connection with the acts and/or any performances or activities of CONTRACTOR, CONTRACTOR's agents, employees, or representatives under this Agreement.

6. INSURANCE: CONTRACTOR agrees to obtain and keep in force during its acts under this Agreement a comprehensive general liability insurance policy with a minimum of \$1,000,000 coverage, which shall name and protect CONTRACTOR, all

CONTRACTOR's employees, ENTITY, and its officers, agents and employees, from and against any and all claims, losses, actions, and judgments for damages or injury to persons or property arising out of or in connection with the CONTRACTOR's acts. CONTRACTOR shall provide proof of liability coverage as set forth above to ENTITY, and require insurer to notify ENTITY ten (10) days prior to cancellation of said policy.

7. WORKER'S COMPENSATION: CONTRACTOR shall maintain in full force and effect worker's compensation for CONTRACTOR and any agents, employees, and staff that the CONTRACTOR may employ, and provide proof to ENTITY of such coverage or that such worker's compensation insurance is not required under the circumstances.

8. COMPLIANCE WITH LAWS: CONTRACTOR agrees to comply with all federal, state, city, and local laws, rules and regulations and ethical standards relevant to their field.

9. TIME OF PERFORMANCE AND TERMINATION: Parties agree that this Agreement will become effective at the time of signature of both parties and remains in effect until 30 days after written notice by either party to the other of their intent to withdraw their participation, or funds for this project have been exhausted or otherwise discontinued.

10. ENTIRE AGREEMENT: This is the entire agreement of the parties and can only be modified or amended in writing by the parties.

11. ATTORNEY FEES: Reasonable attorney fees shall be awarded to the prevailing party in any action to enforce this Agreement or to declare forfeiture or termination of this Agreement.

DATED this 10<sup>th</sup> day of February, 2026.

ENTITY:

District VI Juvenile Detention Center  
Jeff Hough

\_\_\_\_\_  
Bannock County Commission Chair

CONTRACTOR:

DBA Addictive Behavior Counseling

\_\_\_\_\_  
Kent D. Hobbs  
Director (ABC)

## ATTACHMENT A

### Outputs:

- # of Juveniles booked into Detention
- # of Juveniles assessed in Detention
- # of Juveniles assessed who were not in detention (juveniles in probation or diversion)
- # of Juveniles completing clinical interview
- # of Juveniles with pre-existing mental health diagnosis (by type)
- # of Juveniles given provisional diagnosis as a result of clinical services (by type)
- # of Suicide attempts by juveniles in the facility.
- # of Assaults on staff and/or other juveniles in the facility.
- # of Juveniles committing assaults on staff or other juveniles.
- # of Juveniles that access services in the community recommended by clinician.
- # of Staff trained by clinician.
- # of Court orders or probation requirements that included recommended services.

### Outcomes:

- # of Juveniles that return to the detention center.
- # of Juveniles that commit a new offense.
- # of Juveniles that commit a probation violation.
- # of Staff with increased knowledge of mental health and behavioral issues.
- # of Juveniles committed to IDJC.
- # of Juveniles diverted from commitment as a result of clinical services.
- # of Juveniles completing treatment services in the community that were referred by clinician.

Additional performance measures may be tracked as the project develops.



## PASSTHROUGH FUNDS RECIPIENT AGREEMENT

Recipient: District 6 Juvenile Detention Center / Bannock County

### Detention Clinician Program

The Idaho Department of Juvenile Corrections (“IDJC” or “Department”) is authorized by the Legislature of the State of Idaho to approve disbursements for the Detention Clinician Program. This funding is provided pursuant to section 20-504, Idaho Code, and the Sixty Eighth Session of the Idaho Legislature (2025), Senate Bills 1107 and 1108.

IDJC works in partnership with Counties and Tribes in Idaho on this Program. IDJC is one of the state agencies designated to administer funds for mental health services for juvenile offenders and clinician services with juvenile detention facilities (JDF) in Idaho. IDJC and the County or Tribe understand the importance of connecting with existing community resources for services and support for juvenile offenders. These funds are intended to supplement local resources and may not be used to supplant existing funding budgeted for services provided related to juvenile justice.

### Budget:

Locality	Detention Name	SFY 2026 Allocation
Bonner	Bonner County JDC	\$36,000
Kootenai	Region 1 JDC	\$100,000
Nez Perce	Region 2 JDC	\$38,300
Canyon	Southwest Idaho JDC	\$103,000
Ada	Ada County JDC	\$98,700
Minidoka	Mini-Cassia JDC	\$31,900
Twin Falls	Snake River JDC	\$66,400
Bannock	District 6 JDC	\$58,400
Bonneville	3-B JDC	\$73,800
Fremont	5-C JDC	\$31,200
Lemhi	Lemhi County JDC	\$19,200
Shoshone-Bannock Tribes	Shoshone-Bannock Tribes JDC	\$36,100
Statewide Projects	IDJC	\$21,300
<b>Total</b>		<b>\$714,300.00</b>

This agreement will be administered in conformity with the policies and fiscal requirements of the Idaho Department of Juvenile Corrections and the State of Idaho.

The budget period is July 1, 2025, through June 30, 2026, except as extended and authorized in writing by the Idaho Department of Juvenile Corrections. The Department makes this award based on the facts and conditions described in this agreement, and any changes thereto must be made in writing and approved by the Department.

This PASSTHROUGH FUNDS RECIPIENT AGREEMENT shall become effective upon return to the Department of Juvenile Corrections. Once fully executed by all parties, the agreement will be retroactively authorized to the start date of July 1<sup>st</sup>, 2026.

## SPECIAL CONDITIONS

### A. IDJC shall:

1. Reimburse each County or Tribe within their allocation for allowable and approved costs, to include: employee wages and associated FICA expenses. Additional funds may be available for training reimbursement upon request.
2. Arrange information-sharing meetings and/or conference calls as needed for clinicians and JDF administrators.
3. Provide funding support for the approved mental health screening tool, Massachusetts Youth Screening Instrument (MAYSI).
4. Inspect all JDF to assess compliance with both state rules and standards and regulations under the JCA.

### B. The County or Tribe shall:

1. Arrange for the provision of clinical services in the JDF by hiring licensed clinicians or contracting licensed providers (Licensed Masters Social Worker (LMSW), Licensed Clinical Social Worker (LCSW), Licensed Professional Counselor (LPC), or Licensed Clinical Professional Counselor (LCPC), or Licensed Marriage Family Therapist (LMFT).
2. Clinicians shall work within the scope of their licensure, meet the standards of their professional licensure and comply with ethical obligations under their discipline.
3. The clinician will provide clinical services to juveniles placed in the JDF. Services include but are not limited to clinical screenings, crisis support, clinical intervention, case management, clinical consultation, transitional services, and training.
4. Adhere to state laws regarding the procurement of services.
5. Provide adequate onsite workspace for clinical providers to assess and interview juveniles and securely maintain records and documentation per HIPAA requirements.
6. Stay informed of state rules, standards, regulations, and core protections under the JJDPA to support compliance with the deinstitutionalization of status offenders, sight and sound separation,

and jail removal protections pursuant to Idaho code §§20-516 and 20-518.

7. Use approved mental health screening tools, ACES, MAYSI, or the Alaska Screening Tool (AST), and perform clinical screenings, including, but not limited to, clinical interviews of at least ninety percent (90%) of total juvenile intakes.
8. Adhere to data and performance measures below.
9. Certify expenditures for allowable costs and request payment from IDJC within thirty (30) days.

Performance Measures:

Standardized Data System

Data must be provided by the JDF using the Idaho Juvenile Offender System (IJOS) and entered by the end of the quarter. If unable to provide data through the approved application, an identified and realistic hardship must be present. The hardship must be defined in writing and emailed to the Detention Clinician Program representative before the end of the quarter.

Mental Health Screening Tools

The pre-authorized mental health screening tools identified by the collaborating partners (IDJC and County or Tribe JDF) are the Alaska Screening Tool (Alaska), Massachusetts Youth Screening Instrument (MAYSI), and Adverse Childhood Experiences (ACEs). If unable to provide data through the approved mental health screening tools, an identified and realistic hardship must be present. The hardship must be defined in writing and emailed to the Detention Clinician Program representative before the end of the quarter.

Clinical Data

Number of Juveniles screened

Alleged offenses or offenses of juveniles screened by type

Scores from screening instruments (Alaska, MAYSI, ACEs)

Number of juveniles with pre-existing mental health diagnoses by type

Number of Juveniles given a provisional diagnosis as a result of clinical services (by type)

Number of Juveniles that access services in the community recommended by a clinician

Training Data

Number of staff trained by a clinician

Number of training hours provided by a clinician

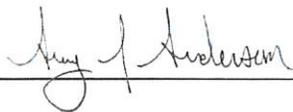
- C. The IDJC and the COUNTY or TRIBE, in order to support this Program identifying and addressing the needs of juvenile offenders with behavioral health needs, improving competency and confidence of direct care staff, and reducing critical incidents in facilities by providing clinical services for juveniles in County or Tribe JDF, agree as follows:
  1. The parties to this Agreement understand that the success of this program is dependent on the collaboration of all and commit to a partnership toward that goal. Unless terminated

thereto, this Agreement starts July 1, 2025 and ends June 30, 2026, and is renewable upon mutual written consent of the parties. However, this Agreement will terminate when any party terminates it by giving the other parties thirty (30) days written notice or funds for this Program have been exhausted or otherwise discontinued.

2. The parties to this Agreement understand that funding for this Program is restricted to one (1) year. Continued funding is not indicated or guaranteed.

D. Sovereign Immunity: The parties agree neither the execution of this Agreement, nor any provision contained herein, shall act, nor be interpreted to act, as a waiver of the sovereign immunity of tribes. Tribes hereby specifically preserve and maintain its sovereign immunity and any and all rights appurtenant thereto.

E. Mediation: The parties agree to attempt, in good faith, to resolve through informal dispute resolution methods any dispute arising under this Agreement.

By: 

Title: Amy Anderson, Division Administrator & CFO  
Idaho Dept. of Juvenile Corrections  
954 W. Jefferson St. PO Box 83720  
Boise, Idaho 83720-0285

Date: 10/16/2025

### ACCEPTANCE

RECIPIENT (District 6 Juvenile Detention Center / Bannock County) hereby signifies its acceptance of the above described program/project on the terms and conditions set forth above or incorporated by reference therein. I hereby certify that the Project Director and Financial Officer named in the application have read, initialed and will comply with the attached Special Conditions in the administration of this funding.

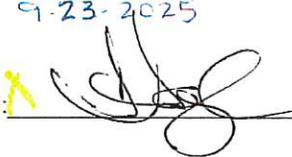
The Idaho Department of Juvenile Corrections is hereby authorized and directed to make payment for all funds awarded under this Program/Project directly to the subrecipient named in the Program/Project application.

Bannock COUNTY or TRIBE as host for District VI Juvenile

Detention Facility agrees to participate in this program:

Commissioners or Representatives for Bannock County or Tribe, State of Idaho

9-23-2025

Signed: 

Title: Commissioner, Chairman

Signed: 

Title: Commissioner



Signed: Ken Bueloch

Title: Commissioner

Attest:

Signed: [Signature]  
County or Tribal Clerk

Date: 9-23-25

Signed: [Signature]  
Chair, Juvenile Detention Facility Board of Directors

Date: 10/08/2025

Signed: [Signature]  
Juvenile Detention Facility Administrator

Date: 9-23-25

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Requestor Name:

Kristi Klauser

Department:

Auditing

Requestor Email:

kristik@bannockcounty.us

Item(s) to be considered:

Discuss juvenile detention salary budget and request approval to move funds from B to A and benefits.

Date of meeting being requested:

02/10/2026

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:

Seth Scott



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Requestor Name:

Karen Trumbull

Department:

Office of Emergency Management

Requestor Email:

ktrumbull@bannockcounty.gov

Item(s) to be considered:

Closeout signature for SHSP2022 Grant

Date of meeting being requested:

02/10/2026

Time requested:

5 Minutes

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

External Funding

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:



# Idaho Office of Emergency Management

## 2022 FINAL Grant Adjustment Notice

For  
Bannock County

<b>Federal Award Date</b>	Bannock County 214 E Center St #20 Pocatello, ID 83201
09/01/2022	

### Federal Grant Information

Award Number	22SHSP005
Federal Grant Title	2022 State Homeland Security Grant Program
Award Number / CFDA	EMW-2022-SS-00109-S01 / 97.067
Federal Granting Agency	Grant Programs Directorate FEMA, U.S. DHS

### Award Amount and Grant Breakdowns

#### 2022 SHSP

Performance/Budget Period	09/01/2022 through 07/29/2025
Award Amount	\$122,137.97
This Action (DeObligation)	-\$2,174.00
Total Award Amount	\$119,963.97
Unique Entity ID	JCN5K8AWYGB1

### Requirements

The Subrecipient shall retain records and give the Idaho Office of Emergency Management (IOEM), the Department of Homeland Security (DHS), and auditors access to and the right to examine and copy records, accounts, and other documents and sources of information related to the grant, and permit access to facilities, personnel, and other individuals and information as may be necessary, in accordance with DHS regulations and other applicable laws or program guidance, for the applicable record retention period. This is not a Research & Development Subaward.

The Subrecipient certifies compliance with the 2CFR200 Subpart F – Audit Requirements and Idaho State Code 67-450B – Independent Financial Audits of Local Governmental Entities—Filing Requirements.

Acceptance of this amendment certifies compliance with the requirements detailed above.

<p>Agency Approval:</p>  <p>Signature: _____</p>  <p>Date: _____</p> <p><b>Ben Roeber, Bureau Chief</b>  <b>Idaho Office of Emergency</b>  <b>Management</b>  <b>(208) 258-6501</b></p>	<p>Subrecipient Authorized Official's Acceptance: I have read and understand the Terms and Conditions.</p>  <p>Signature: _____</p> <p><i>Jeff Hough, Commissioner</i></p> <p>Print Name &amp; Title: _____</p> <p><i>Feb. 10, 2026</i></p> <p>Date: _____</p>  <p style="text-align: center;">82-6000279</p> <p>Enter Employer Identification Number (EIN) / Federal Tax Identification Number:</p>
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**DUE DATE: 02/13/2026**

Return signed award to IOEM by due date.  
 Prepared by: Luis Magdaleno Print Date: 01/30/2026



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**AGENDA REQUEST FORM**

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**E-mail this completed form and any supporting documents to [agendarequest@bannockcounty.us](mailto:agendarequest@bannockcounty.us) by NOON on the Thursday prior to the scheduled meeting.**

**Name/Department:**

Matthew K. Phillips / Human Resources & Risk Management

**Item to be considered/background:**

Personnel approval request with potential to enter executive session under personnel IC 74-206 (1) (a) and (b).

**How much time will be needed? Meeting date requested:**

5 minutes

**Does this item involve a contract, agreement, external funding application or award acceptance?**

YES  NO

**Have all supporting documents been included with this form?**

YES  NO

**List of attendees:**

**Please include any supporting documents with your Agenda Session Request Form.**

Commissioner Office Only:

Date: 2/10/26 Time: \_\_\_\_\_

In the Matter of APPROVING )  
JANUARY 2026 SALARIES )

R.S. No. 2026-10  
February 10, 2026

**RESOLUTION**

WHEREAS, salary approval forms, for the month of January 2026, 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:

<b>Date Approved</b>	<b>Name – Position Department – Reason for Change</b>	<b>Effective Date &amp; Salary</b>
01/13/2026	Courtney Teuscher – Jury Commissioner District Court - Promotion	01/19/2026 \$22.54/hour
	Danielle Allen – Sr. Administrative Assistant – Courts Clerk of the Court – Replacing Bailey Stimpson	01/28/2026 \$17.20/hour
01/15/2026	Brady Stuart – Equipment Operator 3 Road & Bridge – Replacing J. Pidcock	01/26/2026 \$24.88/hour
01/20/2026	Mallory Howard – Intern Juvenile Justice	01/21/2026 Unpaid
	Mattia Stone – Intern Juvenile Justice	01/21/2026 Unpaid
	Alyssandra Wendzel – Intern Juvenile Justice	01/21/2026 Unpaid
	Krystin Masterson – PT Drivers License Tech Sheriff – Replacing Noa Lora	02/02/2026 \$17.22/hour

BOARD OF BANNOCK COUNTY COMMISSIONERS

\_\_\_\_\_  
Jeff Hough, Chair

\_\_\_\_\_  
Ernie Moser, Member

\_\_\_\_\_  
Ken Bullock, Member

ATTEST: \_\_\_\_\_  
Jason C. Dixon, Clerk

In the Matter of APPROVING )  
JANUARY 2026 ALCOHOL LICENSES )

R.S. No. 2026-11  
February 10, 2026

**RESOLUTION**

WHEREAS, in the month of January 2026, 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.

<b>DATE APPROVED</b>	<b>LIC #</b>	<b>TOTAL</b>	<b>OWNER/APPLICANT</b>	<b>DBA/Event</b>
01/15/2026	ACP2026-002	\$60.00	The Royal Hotel & Pizzeria	Fire & Ice Events
	ACP2026-001	\$40.00	The Royal Hotel & Pizzeria	Christmas Party
01/30/2026	ACP2026-003	\$20.00	Lava Hot Springs Chamber of Commerce	Wine Tasting

**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:

Kristi Davenport

Department:

Commission

Requestor Email:

kristid@bannockcounty.gov

Item(s) to be considered:

Signature on contract waiving fees for a wedding reception at the Exhibit Hall

Date of meeting being requested:

02/10/2026

Time requested:

5 Minutes

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

Contract

Contract/Agreement Begin Date:

03/20/2026

Contract/Agreement End Date:

03/22/2026

List of additional attendees:



Mailing Address: PO Box 231, Downey Idaho 83234
Email: jpehrson@bannockcounty.us Phone: 208-406-9654

FAIRGROUNDS CONTRACT—DOWNEY IDAHO

This is a request for facility reservation. Please complete all information. Incomplete information will result in a delay in the review of your contract. The following information is requested to assist in the review and consideration of your request to rent a County facility. Historical users (using their original dates) have first priority. All other requests are on a first come - first served basis.

RENTER INFORMATION

- Company/Organization Name: (event host) DAN KENDALL
Contact Name: (who will sign the contract) DAN KENDALL Title;
Mailing Address:
City: State: ID Zip Code:
Daytime Phone: Evening Phone: Email:

EVENT INFORMATION

- Event Name: Area Requested EXHIBIT HALL
Event Description: WEDDING RECEPTION
Event Date(s): 3-21-26 Estimated Number of Attendees: 60
Event Start Time: 5pm Event End Time: 9pm
Additional Set-Up or Tear Down Days (if needed): 3-20-26 3-22-26
Paid Admission Event: YES NO X cost Event Open to the Public: YES NO X
Will Alcohol Be Served/Consumed? YES NO X (if yes, county permit (\$20) must be provided and present at event)

THE COUNTY SHALL:

Permit the Applicant to occupy the space as written above, to prepare buildings or the erect temporary booths, which Applicant may use during the rental periods. Permit the Applicant to display, demonstrate, sell, solicit or operate their business within the limits of their leased space. Use reasonable safeguards against fire, theft, and accidents, but does not assume any liability for damages to goods or property of the Applicant from fire, theft, water or storm, or any liability for accidents to persons or property caused under, or by virtue of the appurtenances of Lessee under this contract. Have a lien upon any and all property stored, used or located upon the leased space, or elsewhere upon the fairgrounds by the Lessee for any and all damages sustained by the breach of this contract or otherwise caused by the Applicant, and shall have the right to restrain such property or any part of it without process of law, and may appropriate any or all such as its own to satisfy and such claim. Reserve the right to all food concession, unless otherwise permitted. If additional vendors are permitted menu must not compete with menu of fixed site.

THE APPLICANT SHALL:

Obtain approval for erection of buildings, tents, enclosures, structures and signs outdoor from County. Not nail, drill, paint, or do anything to change appearance of the walls. Do not use tape on concrete floors. Remove all temporary structures, forms, booths, etc. within twenty-four (24) hours after termination of lease. Items left after that time become the property of the County, to make such disposition as they shall see fit. Not do any additional electrical wiring without permission of County. Not permit any ale, beer or intoxicating liquor of any kind to be consumed by the Applicant, his employees, agents or guests without proper permit. Comply fully with all laws and ordinances of the Bannock County Fire protection District #1. Agrees to furnish security at its own expense as is deemed necessary for protection of valuable displays and building during the event day and night. Applicant agrees to furnish the County a Certificate of Insurance naming Bannock County and agents as additionally insured in a \$8 waived per Bocc 1/30/26 KB combined single limit policy, such policy being delivered to Events Center Office ten (10) days prior to move in time. Applicant shall provide a security deposit as indicated on the fee schedule, payable when reservation for facility is taken and contract signed. Payment will be held as a security binding. Deposit will be refunded if notification of cancellation is received 30 days prior to event or upon final inspection of facilities, provided there has been no damage and facility is returned in same condition as received. (Clean) The Lessee will pay the building/grounds rental fees thirty (30) days prior to the event (unless other arrangements are made prior to the event) in the amount of: (see attached page for fee schedule) Please make checks payable to - Bannock County Fairgrounds. Sales tax shall be collected as per Idaho State Tax Commission rules.

Bannock County

Date 2-10-26

Date 2-10-26

2-10-26

A. The terms of this contract shall commence and be binding upon the parties when the last signature is affixed to this contract, and final approval and granting of the application is made by the Bannock County Fairboard. No use of County facilities or grounds shall take place in the absence of approval. The terms of this contract shall remain in full force and effect until all obligations are fully performed or it is terminated as provided herein.

B. A fee as set by the Bannock County Commissioners, including but not limited to additional security, shall be paid by Applicant for the use of facilities and/or grounds. If waiver or reduction of fees has been requested, this must be approved by the Bannock County Commissioners and Applicant must comply with such terms set by the Board.

C. Applicant shall use only those parts of the facilities and/or grounds applied for and essential for the use. Applicant's use of facilities and grounds shall occur only with the agreement and acquiescence of the Bannock County Commissioners and take place in such a manner as shall not interfere with the use of building and grounds by the County or other users.

D. Applicant is responsible for and shall pay to repair all damage caused by its employees, volunteers, agents, participants or invitees to any fixtures, equipment, facilities and/or grounds as a result of the use.

E. Applicant shall clean, if necessary, all areas of any facilities and/or grounds which are used pursuant to this Agreement and shall leave the building(s) and/or grounds in the state it was prior to the commencement of the use. Failure of Applicant to clean areas of the buildings and/or grounds to the satisfaction of the County shall result in an assessment of costs or loss of deposit to Applicant for any necessary cleaning. The County reserves the right to request and receive an appropriate security and/or cleaning deposit from Applicant if deemed necessary. Costs for any repairs or cleaning required may be deducted from said deposit.

F. Applicant agrees that the use of County buildings and grounds shall be in accord with any applicable state, local or federal law or regulation.

G. Applicant agrees that in the event any hazardous or potentially hazardous activities are contemplated in Applicant's use of the facilities, the Applicant shall obtain waivers and/or releases of liability from any and all participants in the activities. Said waivers shall contain, at a minimum, the following language in paragraph G(1). Said waivers are subject to the approval of the County prior to use of the facilities. Copies of all signed waivers shall be provided to the County upon request. This requirement does not, in any way, abrogate the requirement for indemnification herein, abrogate the invocation of sovereign immunity herein, eliminate any requirement imposed by the County for proof of sufficient insurance, nor modify or abrogate any defenses or immunities provided by law. Hazardous activities include, but are not limited to any sport or activity whether involving animals or equipment which carries an inherent risk or injury, property destruction or death. The Applicant agrees that decisions by the County or County staff to require or not to require the execution or submission of waivers does not abrogate any immunities or defenses provided by law. The County staff has complete discretion in the decision to require or not require the execution and submission of waivers in connection with any event.

G.(1) Applicant shall have participants sign a release and discharge of Bannock County, its elected and appointed officials, and employees and agents from all actions, causes of action, damages, claims or demands for all known or unknown personal injuries, property damage or death resulting from or arising out of my participation in the above described activity or events.

H. Maintenance. Bannock County agrees that regular maintenance of the grounds, parking lots and buildings will be the responsibility of the County.

I. Default. Each and every term and condition hereof shall be deemed to be a material element of the Agreement. In the event either party should fail or refuse to perform according to the terms of this Agreement, such party may be declared in default thereof.

J. Independent Entities. County and Applicant are independent entities and their employees, volunteers, participants or invitees are not to be considered agents or employees of the other. Actions performed by Applicant pursuant to this contract are those of an independent agent and not those of an employee of the County.

K. Entire Agreement. This contract, with any properly executed addendums, represents the entire and integrated agreement and understanding between the parties and supersedes all prior negotiations, statements, representations and agreements, whether written or oral.

L. Assignment. Neither this contract, nor any rights or obligations hereunder shall be assigned or delegated by a party without the prior written consent of the other party.

M. Modification. This Application and Agreement shall be modified only by a written agreement, duly executed by all parties hereto.

N. Invalidity. The parties mutually understand and agree this contract shall be governed by and interpreted pursuant to the laws of the State of Idaho. If any provision of this contract is held invalid or unenforceable by any court of competent jurisdiction, or if the County is advised of any such actual or potential invalidity or unenforceability, such holding or advice shall not invalidate or render unenforceable any other provision hereof. It is the express intent of the parties that the provisions of this contract are fully severable.

O. Venue. If any dispute arises between the parties from or concerning this contract or the subject matter hereof, any suit or proceeding at law or inequity shall be brought in the District Court of the State of Idaho, County of Bannock. Nothing in this clause shall be interpreted or construed to waive the County's assertion of governmental immunity.

P. Contingencies. Applicant certifies and warrants no gratuities, kick-backs or contingency fees were paid in connection with this contract, nor were any fees, commissions, gifts or other considerations made contingent upon the award of this contract.

Q. Discrimination. All parties agree they will not discriminate against any person who performs work under the terms and conditions of this contract because of race, color, gender, creed, handicapping conditions or national origin.

R. ADA Compliance. All parties agree they will not discriminate against a qualified individual with disability, pursuant to law as set forth in the Americans with Disabilities Act, P.L. 101-336, 42 U.S.C. § 12101, et seq., and/or any properly promulgated rules and regulations relating thereto.

S. Governmental Immunity. The Bannock County Commissioners and Bannock County do not waive their governmental immunity provided by any law by entering into and/or granting this contract and the County fully retains all immunities and defenses provided by law with regard to any action based upon this Agreement. Further, the County and its elected and appointed officials do not waive their governmental immunity under contract, tort or any other applicable theory of law by entering into or granting this contract.

T. Force Majeure. Neither party shall be liable to perform under this contract if such failure arises out of causes beyond control, and without the fault or the negligence of said party. Such causes may include, but are not restricted to, Acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes and unusually severe weather. In every case, however, a failure to perform must be beyond the control and without the fault or the negligence of said party.

U. Notices. All notices required and permitted under this contract shall be deemed to have been given, if and when deposited in the U.S. Mail, properly stamped and addressed to the address listed herein, or when personally delivered to such party. A party may change its address for notice hereunder by giving written notice to the other party.

V. Indemnification. To the fullest extent permitted by law, Applicant agrees to indemnify and hold harmless Bannock County and its elected and appointed officials, employees and volunteers from any and all claims, damages, losses and expenses, including reasonable attorney's fees, for injuries, illness, death, property damage, claims, penalties, actions, demands or expenses arising from or in connection with this contract. In granting this contract, Bannock County may, in its sole discretion, require Applicant to show proof of insurance sufficient to cover Applicant's obligations pursuant to this clause. No use of buildings or grounds may commence until Bannock County Risk Management or County Legal Counsel has reviewed and approved the insurance coverage obtained/provided by Applicant if so required.

W. Third Party Beneficiary. The parties do not intend to create in any other individual or entity the status of third party beneficiary and this Application and Agreement shall not be construed so as to create such status. The rights, duties and obligations contained in this contract shall operate only between the parties to this contract and shall inure solely to the benefit of the parties to this contract. The parties to this contract intend and expressly agree that only parties signatory to this contract shall have any legal or equitable right to seek to enforce this contract, to seek any remedy arising out of a party's performance or failure to perform any term or condition of it, or to bring action for its breach. This provision is not intended to waive the County's governmental immunity in any way and shall not be construed to waive said governmental immunity in any way.

X. Termination. This Agreement may be terminated by either party at any time for failure of another party to comply with the terms and conditions of this Agreement; by Bannock County with fifteen (15) days' prior written notice to other parties; or upon mutual written agreement by all parties.

Y. Appropriations Clause. Bannock County's obligations under this Application and Agreement are conditioned upon the availability of funds which are appropriated or allocated for such obligations. If funds are not allocated and available for the continuance of said obligations, the contract may be terminated by the County at the end of the period for which funds are available. No penalty shall accrue to the County in the event this provision is exercised, and the County shall not be obligated or liable for any future payments due or for any damages as a result of termination under this provision.

Z. Alteration or Additions. Without the written consent of the County, or unless otherwise allowed by this Agreement, the Applicant shall not make any improvements to or alterations of the premises. Any alterations or improvements to the premises made by the Applicant shall become part of the realty and the property of the County.

2-2-26

Date



Applicant Signature

DANIEL KENDALL

Print

## Meeting Notes

- 1 10:14 AM Hough called the meeting to order. Hough moved to enter into the Ambulance District. The motion passed. It was requested to write off 32 deceased patient accounts in the amount of \$7,342.92. Moser moved to approve writing off the deceased patient accounts. The motion passed. Hough moved to exit the Ambulance District. The motion passed.
- 2 10:15 AM Staggs recommended awarding the request for services for Lava Ranches phase 2 to the highest rated respondent, CR Fence. There were four submissions. Moser moved to award CR Fence the project. The motion passed.
- 3 10:18 AM Assistant Director Tristan Bourquin also appeared. Jensen gave department updates on active permits and 2025 statistics. Discussion ensued on development rights and ordinances regarding home burials; and compliments for the staff were relayed. A work session will be held for education on development rights.  
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10:38 AM Discussion ensued on allowing a reception to work out and test the process for the Exhibit Hall with no charge. Hough moved to approve the use of the building without charge. The motion passed.
- 5 10:39 AM Discussion ensued on a generator the Sheriff replaced. Moser moved to keep the generator rather than salvage it for use as determined in the future. The motion passed.
- 6 10:41 AM Management Assistant Kristi Davenport and PIO Emma Iannacone appeared to discuss the America250 Celebration. Davenport requested funding for a fun run, two birthday celebrations for employees, and t-shirts. Additionally, they would like to encourage 250 minutes of service and for offices to allow employees to receive their pay during that service. This will be discussed with the Elected Officials next week. A proposed resolution from the State of Idaho was reviewed. Iannacone suggested a costume contest.
- 7 10:51 AM Hough moved to enter into executive session under Idaho Code §§74-206(1)(a) and (b) regarding personnel. The motion passed by roll call vote.  
11:10 AM Hough moved to exit executive session. The motion passed. Moser moved to approve an extended leave of absence for military leave. The motion passed.
- 8 11:11 AM Moser moved to approve the items on the claims agenda. The motion passed.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Ambulance District wrote off deceased patient accounts.	Ambulance
Awarded Lava Ranches phase 2 fuels reduction project to CR Fence.	Procurement/OEM
A work session for development rights education will be scheduled.	Planning
Access controls will be added to the Exhibit Hall and fee waiver granted for reception.	Parks & Rec/Facilities
Generator removed at Sheriff's office will be stored at Public Works.	Facilities
America250 Celebration ideas will be discussed at the Elected Officials meeting.	Commission
Extended leave of absence approved for military leave.	HR
Items on the claims agenda were approved.	Clerk/Auditing/Resolution

**BOARD OF BANNOCK COUNTY COMMISSIONERS' PROCEEDINGS – January 2026**

The following is a synopsis of proceedings, pursuant to Idaho Code §31-819, of the Board of Bannock County Commissioners for January 2026, to wit, of which a complete set of minutes is on file at the Bannock County Clerk's Office, Pocatello, Idaho, or can be found online at [www.bannockcounty.gov](http://www.bannockcounty.gov).

Jan 6: Approved the following: change order from Idaho Fire and Flood; appraisal for real estate after declaration regarding conflicts of interest; Resolutions 2026-1 Approving December 2025 Salaries; 2026-2 Approving December 2025 Alcohol Licenses; 2026-3 Self-Certification to Increase Micro-Purchase Threshold for Federal Funds; and 2026-4 Authorizing the Destruction of Records; request to destruct records; December proceedings publication; and consent agenda items.

Jan 8: Approved the following: Coroner's Vehicle Emergency Lighting Use Policy and items from the claims agenda.

Jan 13: Approved the following: entry/exit executive session for matters of trade or commerce resulting in letter of support being prepared offering discussions for tax exemption proposals for potential new business; plat line adjustments for Chestnut Hill Subdivision; adoption of proposed timeline for completing land use ordinance; Secure Rural School Certification; Resolution 2026-5 Authorizing the Destruction of Auditing Files; documents for destruction; and consent agenda items.

Jan 15: Approved the following: Idaho State Civic Symphony granted a fee waiver for 4th of July/250th Birthday event; Rock Creek Ranch Roping Productions granted 50% fee waiver for benefit event; payments for closing on Kinport location; Board of Equalization was opened for report and no appeals were filed; items in the claims agenda, and executive session was held to consider preliminary negotiations.

Jan 20: Denied application for cremation assistance for case 20260010. Approved the following: cremation applications for case numbers 20260011 and 20260012; Zane Robinson appointment to the Snow Groomers Committee; Site Agreement with ISU for AmeriCorps; tax cancellation requests; Resolution No. 2026-6 Authorizing the Destruction of Agreement Files; records for destruction for the Sheriff and Commission offices; and consent agenda items.

Jan 22: Approved the following: amended agenda, quarterly budget to actual revenue and expenditure reports; and items in the claims agenda.

Jan 30: Approved the following: entry/exit of the Ambulance District and writing off deceased patient accounts; award of Lava Ranches phase 2 fuels reduction project to CR Fence; access controls for the Exhibit Hall and fee waiver for reception; entry/exit executive session for personnel and extended leave of absence approved for military leave; and items on the claims agenda.

**BOARD OF BANNOCK COUNTY COMMISSIONERS**

\_\_\_\_\_  
Jeff Hough, Chair

\_\_\_\_\_  
Ernie Moser, Member

\_\_\_\_\_  
Ken Bullock, Member

Attest: \_\_\_\_\_  
Jason C. Dixon, Clerk

Published: February 14, 2026

**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 30, February 3 and 5, 2026, as approved during the meeting of February 10, 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:	Friday, January 30, 2026
Commissioners present:	Ernie Moser and Jeff Hough
Clerk of the Board:	Nancy Allen for Jason C. Dixon
Absent Board Members:	Ken Bullock
Staff present:	Deputy Clerk Nancy Allen, PIO Emma Iannacone, and HR Director Matthew Phillips

## Agenda Details

AGENDA	
	Work Session and Claims Meeting (action items)
	<b>Work Session Agenda:</b>
1	<b>BOARD OF AMBULANCE DISTRICT</b>
	<ul style="list-style-type: none"> <li>Request to Write-off Balance of Deceased Patient Accounts (action item)</li> </ul>
2	<b>BOARD OF COUNTY COMMISSIONERS</b>
	<ul style="list-style-type: none"> <li>Charity Staggs, SICOG, presenting completed rating and recommending a contractor for the Lava Ranches Phase 2 Contractor award (requested 5 minutes) (action item)</li> </ul>
3	<ul style="list-style-type: none"> <li>Hal Jensen, Planning and Development, providing a monthly Planning and Development update (requested 10 minutes) (potential action item)</li> </ul>
4	<ul style="list-style-type: none"> <li>Dan Kendall, Buildings and Grounds, requesting to use the Bannock County Exhibit Hall for a wedding reception (requested 5 minutes) (action item)</li> <li>Discussion pertaining to locking system on the Bannock County Exhibit Hall door(s) (requested 10 minutes) (action item)</li> </ul>
5	<ul style="list-style-type: none"> <li>Discussion pertaining to a generator (requested 5 minutes) (action item)</li> </ul>
6	<ul style="list-style-type: none"> <li>Discussion pertaining to the America250 Celebration and Bannock County's part in it. Funding for America's 250<sup>th</sup> anniversary celebrations was approved in the FY26 budget from 110109 42400 (requested 10 minutes) (action item)</li> </ul>
7	<ul style="list-style-type: none"> <li>Matthew K. Phillips, Human Resources and Risk Management, requesting to discuss personnel approval request with possible Executive Session under Idaho Code §74-206(1)(a) and (b) regarding personnel with potential action following adjournment of Executive Session (requested 5 minutes) (action item)</li> </ul>
8	<b>Claims Agenda:</b>
	<ul style="list-style-type: none"> <li>Board of Ambulance District: Invoices and Commissioner Report</li> <li>Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications</li> <li>Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&amp;(b) regarding personnel with potential action following adjournment of Executive Session</li> <li>Payroll Report</li> <li>Alcohol Licenses and Permits</li> <li>Certificate of Residency Approval</li> <li>Mileage Reimbursement Requests</li> <li>Technology Request Form</li> <li>Memorandum Authorization for Accounts Payable</li> <li>Cardholder User Agreement and Authorization</li> </ul>

## Meeting Notes

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11:10 AM Hough moved to exit executive session. The motion passed. Moser moved to approve an extended leave of absence for military leave. The motion passed.
- 8 11:11 AM Moser moved to approve the items on the claims agenda. The motion passed.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Ambulance District wrote off deceased patient accounts.	Ambulance
Awarded Lava Ranches phase 2 fuels reduction project to CR Fence.	Procurement/OEM
A work session for development rights education will be scheduled.	Planning
Access controls will be added to the Exhibit Hall and fee waiver granted for reception.	Parks & Rec/Facilities
Generator removed at Sheriff's office will be stored at Public Works.	Facilities
America250 Celebration ideas will be discussed at the Elected Officials meeting.	Commission
Extended leave of absence approved for military leave.	HR
Items on the claims agenda were approved.	Clerk/Auditing/Resolution



# MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

## Meeting Details

Date of Meeting:	Tuesday, February 3, 2026
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, Comptroller Kristi Klauser, PIO Emma Iannacone, and Attorney Jonathan Radford

## Agenda Details

AGENDA	
	Regular Business Meeting (action item)
	<b>Agenda:</b>
1	<ul style="list-style-type: none"> <li>Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)</li> </ul>
2	<ul style="list-style-type: none"> <li>City of Pocatello, requesting review of and signature on Intergovernmental Agreement for Building and Mechanical Inspections (requested 5 minutes) (action item)</li> </ul>
3	<ul style="list-style-type: none"> <li>Charity Staggs, SICOG, regarding approval of and signature on Memorandum of Understanding for Cottonwood Valley Restoration Project Phase 3 (requested 5 minutes) (action item)</li> </ul>
4	<ul style="list-style-type: none"> <li>Kiel Burmester, Public Works, seeking review of and signature on the Challenge Cost Share Supplemental Project Agreement with the USDA, Forest Service Caribou-Targhee National Forest (requested 5 minutes) (action item)</li> </ul>
5	<ul style="list-style-type: none"> <li><del>Jeff Hough, Commissioner, requesting a discussion pertaining to Emergency Management Funding (requested 10 minutes) (action item)</del></li> </ul>
6	<b>RESOLUTIONS AND ORDINANCES (action items):</b> Resolution No. 2026-7 Authorizing the Destruction of Sheriff Records Resolution No. 2026-8 Approving Tax Cancellation Requests Resolution No. 2026-9 Authorizing the Destruction of Records
7	<b>CONSENT AGENDA (action items):</b> <ul style="list-style-type: none"> <li>Manual Checks</li> <li>Alcohol Licenses and Catering Permits</li> <li>Certificate of Residency Approval</li> <li>Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&amp;(b) regarding personnel with potential action following adjournment of Executive Session</li> <li>Mileage and Travel Approvals</li> <li>Minutes: Approval of and signature on certification for meeting minutes for January 20 and 22, 2026</li> </ul>

## Meeting Notes

- 8:59 AM Hough called the meeting to order. Community Resources and Advocacy Director Shantal Lauou presented cremation applications for case numbers 20260013 and 20260014. Bullock moved to

approve cases 20260013 and 20260014. Hough amended the motion to include approval of the release of lien for case 20160317. The motion passed.

- 2 Planning Director Hal Jensen, Pocatello Mayor Mark Dahlquist, Pocatello Permits Tech April Murphy, and Pocatello Inspector Tyler Diller were present. Dahlquist explained the inspector position has been vacant and requested help from the County Planning Department for building inspections until the position is filled.  
9:06 AM Jensen relayed that his office would not have any problems to help and the logistical issues will need worked out. Discussion ensued on the contract terms. Moser moved to approve the contract with the city for building inspections. Hough amended the motion to remove mechanical inspections and add a requirement to provide a digital copy with signatures at the convenience of the Board after the amendments are made. The motion passed.
- 3 9:17 AM Staggs reviewed an MOU for the Cottonwood Valley project. Discussion ensued on projects. Hough moved to approve the MOU for the Cottonwood Valley Phase 3 project. The motion passed.
- 4 9:20 AM Burmester reviewed a supplemental project agreement with the Forest Service. Bullock moved to approve the agreement with the Forest Service. The motion passed.
- 5 Cancelled.
- 6 9:28 AM Bullock moved to approve Resolutions 2026-7, 8, and 9. The motion passed.
- 7 9:29 AM Hough moved to approve the items in the consent agenda. The motion passed.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Applications for cremation assistance were approved for cases 20260013 and 20260014; and one release of lien for case 20160317 was signed.	Indigent
Intergovernmental Agreement for Building Inspections with City of Pocatello was approved.	Planning
MOU with Department of Lands was approved for fuels reduction project in Cottonwood Valley.	OEM
Supplemental Project Agreement with Forest Service approved.	Public Works
Resolutions 2026-7 Authorizing the Destruction of Sheriff Records; 2026-8 Approving Tax Cancellation Requests; and 2026-9 Authorizing the Destruction of Records were passed.	Clerk
Consent agenda items were approved.	Auditing/Clerk/Resolution



# MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

## Meeting Details

Date of Meeting:	Thursday, February 5, 2026
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, Comptroller Kristi Klauser, and PIO Emma Iannacone

## Agenda Details

AGENDA	
	Work Session and Claims Meeting (action items)
	<b>Work Session Agenda:</b>
1	<ul style="list-style-type: none"> <li>Kristi Klauser, Auditing, requesting (1) to review Bannock County Events Profit and Loss, and (2) approval of 4<sup>th</sup> Quarter 2025 Unemployment with possible Executive Session under Idaho Code §74-206(1)(d) to consider records that are exempt from disclosure as provided in <a href="#">chapter 1, title 74</a>, Idaho Code; with potential action following adjournment of Executive Session (requested 5 minutes) (action item)</li> </ul>
2	<ul style="list-style-type: none"> <li><del>Matthew K. Phillips, Human Resources and Risk Management, regarding a personnel request on behalf of Adult Probation with possible Executive Session under Idaho Code §74-206(1)(a)&amp;(b) regarding personnel with potential action following adjournment of Executive Session (requested 5 minutes) (action item)</del></li> </ul>
3	<b>Claims Agenda:</b> <ul style="list-style-type: none"> <li>Board of Ambulance District: Invoices and Commissioner Report</li> <li>Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications</li> <li>Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&amp;(b) regarding personnel with potential action following adjournment of Executive Session</li> <li>Payroll Report</li> <li>Alcohol Licenses and Permits</li> <li>Certificate of Residency Approval</li> <li>Mileage Reimbursement Requests</li> <li>Technology Request Form</li> <li>Memorandum Authorization for Accounts Payable</li> <li>Cardholder User Agreement and Authorization</li> </ul>
4	Elected Officials Meeting (potential action items)

## Meeting Notes

- 9:00 AM Hough called the meeting to order. Klauser reviewed the profit/loss report for concerts. 9:05 AM Business and Events Director Scott Crowther appeared. Discussion ensued on attributing staff time, different reports, and running concerts.

9:39 AM Klauser reviewed the unemployment quarterly billing. Moser moved to approve the billing. The motion passed.

2 Cancelled.

3 9:40 AM Bullock moved to approve the items in the claims agenda. The motion passed.

4 10:01 AM Assessor Anita Hymas, Treasurer Jennifer Clark, Coroner Torey Danner, Comptroller Kristi Klauser, Attorney Jonathan Radford, Sheriff Tony Manu, PIO Emma Iannacone, Management Assistant Kristi Davenport, and (10:11 am) HR Director Matthew Phillips were present.  
 The Vehicle Use Policy was discussed. Changes will be made to reflect that mileage reimbursement requests will be approved by each elected official.  
 10:17 AM Phillips reviewed a few personnel policy updates that will be needed regarding the Pregnant Workers Fairness Act, the Pump Act, FMLA travel time to medical appointments, holidays, and statuses. Phillips recommended potential additions of a values statement or guiding principles statement and language to address paid and unpaid travel time. Other items discussed were using comp time before paid leave, code of conduct, Veterans preference requirements, internal preference policy, supervisor relationships, electronic sign off for policy updates, and job reclassification requests.  
 11:02 AM Bullock suggested departments look at budgets now to avoid shock.  
 11:03 AM Moser reviewed America250 events and projects. Two birthday celebrations will be held for staff in May and August. Davenport reviewed 250 minutes of service projects and requested departments consider allowing employees do service during regular business hours. Also reviewed were 250 random acts of kindness, move 250 trails, a fun run, and a costume contest/race on paddle board.  
 11:10 AM Iannacone discussed training for employees regarding customer service, de-escalation, and workforce violence. Since the reduction in mental health funding, staff are seeing citizens with more frustration and irate.  
 11:16 AM Facility Director Daniel Kendall met the group to tour the 2<sup>nd</sup> floor of the Elections Building (previously the YDC). 11:35 AM Meeting adjourned.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Unemployment quarterly billing was reviewed and approved.	Auditing
Items on the claims agenda were reviewed and approved.	Auditing/Resolution
Policy changes will be drafted for review regarding vehicle use, mileage reimbursements, Pregnant Workers Fairness Act, Pump Act FMLA travel time, values statement, comp time use, code of conduct, Veterans preference, internal preference, and supervisor relationships.	HR/Auditing
America250 events will be sent out.	Commission
De-escalation training, customer service, and workforce violence trainings to be developed.	PIO/Sheriff