MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, October 1, 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, Chief Deputy Prosecutor Jonathan Radford

Agenda Details

	AGENDA
	Session and Claims Meeting (action items) **Work Session Agenda:**
1	• Jonathan Radford, Prosecutor, requesting approval of and signature on the Westlaw contract for Co-counsel AI Service (requested 5 minutes) (action item)
2	• Kristi Davenport, Commission, requesting fees to be waived for use of the Bannock County Exhibit Hall (requested 5 minutes) (action item)
3	• Requesting a discussion pertaining to recent findings about the Historical Society/Museum (requested 10 minutes) (action item)
4	• Discussion pertaining to a process for using Idaho State Statute §63-602NN – property exempt from taxation (requested 10 minutes) (action item)
5	**Claims Agenda:** • Board of Ambulance District: Invoices and Commissioner Report • Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications • Personnel Actions with potential Executive Session under Idaho Code §§74-206(1)(a), (b) & (d) for personnel actions or personnel records exempt from disclosure with potential action following adjournment of Executive Session • Payroll Report • Manual Check • Alcohol Licenses and Permits • Certificate of Residency Approval • Mileage Reimbursement Requests • Technology Request Form • Memorandum Authorization for Accounts Payable • Cardholder User Agreement and Authorization

Meeting Notes

1 9:00 AM Hough called the meeting to order. Radford reviewed the software request for Westlaw CoCounsel that is a new AI service that will save a lot of time for research. The office is down two attorneys and one is on sabbatical. There's been an increase in AI use as it enables drafting motions and responses quickly and speeds up the research process. In order to fund the request, they will leave one

position unfilled through Jan 11. The software has a price of $30,000. Klauser prepared a reallocation request. Bullock moved to approve the request. The motion passed.

2 9:11 AM Davenport presented a request for a $300 fee waiver to use the Exhibit Hall for a District 5 meeting. Bullock moved to approve the fee waiver. The motion passed.

3 9:12 AM Dixon reviewed terms in contract attached to a warranty deed for the historical museum property. Discussion ensued on the terms, joint tenancy, and Resolution 2003-78 regarding an MOU that has not been located yet. The terms state the County is liable for maintenance, but does not define that. 9:19 AM Kendall reported the HVAC system was rigged so the fan never shuts off. A contractor was sent over to get heat going for now and will probably be a couple thousand dollars. Discussion ensued on whether this would be maintenance or a capital improvement, levies, and conveyance of a property interest. Discussion will continue after the MOU is located.

4 9:05 AM Radford explained he added provisions to the draft for the Idaho Code §63-602NN ordinance that job salaries, to qualify, have to be 100% of the Bannock County median income and allowing a discretionary grant from the Board of a greater tax benefit if the salary rate is higher than 110% of the median. Discussion ensued on adding an annual benchmark that if not met, the exemption does not apply. 9:08 AM Assessor Anita Hymas requested to see the draft to ensure it fits the guidelines. The draft will be sent to the Assessor. Questions were addressed on tax implications. Hough moved to approve the changes pending the addition of the annual review clause to ensure a company is meeting its proposed targets. The motion passed.

5 9:26 AM Discussion ensued regarding fair reimbursement requests. Moser moved to approve the items on the claims agenda. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Reallocation and contract for Westlaw Proflex (CoCounsel) AI were approved.	Prosecutor/Auditing/ Resolution
Fee waiver for District 5 event at Exhibit Hall was approved.	Commission/Fairgrounds
Investigation on the historical museum property will continue.	Facilities/Clerk
Adjustments to draft ordinance for §63-602NN exemption were approved with addition of annual review clause, which will be sent to Assessor for review.	Legal/Assessor
Items on the claims agenda were approved.	Auditing/Clerk/Resolution