MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Tuesday, October 6, 2026
Commissioners present:	Ernie Moser and Jeff Hough
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	Ken Bullock
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, and Civil Deputy Prosecutor Sean Bowen

Agenda Details

	AGENDA
	Business Meeting (action items) **Agenda:**
1	• 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	• Jennifer Clark, Treasurer, requesting signature on a Letter of Cancellation (signature only) (action item)
3	• Adam McKinney, 911 Emergency Communications, regarding approval to move forward SHSP Grant Application for Cybersecurity (requested 5 minutes) (action item)
4	• Dillon Evans, Landfill, seeking signature on CDM Smith Task Order 15 (requested 10 minutes) (action item)
5	• Kristi Klauser, Auditing, regarding (1) a request to write off non-collectibles for the Event Center (requested 5 minutes) (action item)
6	**RESOLUTIONS AND ORDINANCES (action items):** Resolution No. 2026-70 Approving September 2026 Alcohol Licenses Resolution No. 2026-71 Approving September 2026 Salaries Resolution No. 2026-72 Authorization and Order to Reallocate Funds
7	**LETTERS AND NOTICES (action items):** Public Hearing Notice
8	**CONSENT AGENDA (action items):** • Manual Checks • Alcohol Licenses and Catering Permits • Certificate of Residency Approval • 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 • Mileage and Travel Approvals • Minutes: Approval of and signature on certification for meeting minutes for September 29 and October 1, 2026.

Meeting Notes

1 8:59 AM Hough called the meeting to order. Laulu presented applications for cremation assistance for case numbers 20260035 and 20260036. Moser moved to approve case 20260035 and deny case 20260036. Hough suggested a friendly amendment to include releases of lien for case numbers 20040324 and 20040019. The motion passed.

2 9:05 AM Moser moved to approve the cancellation of late fees per the Treasurer's recommendation. The motion passed.

3 9:01 AM McKinney requested to use SHSP security grant funds to replace WIFI hardware. Klauser explained the homeland security funds need spent by February. That might not get done if we wait for the new director. The FEMA paperwork was already done. The total is just under $15,000. The remaining $24,000 might be spent on radios. Moser moved to go forward with using the grant funds.

4 9:05 AM Evans reviewed Task Order 15 that has a breakdown of $2 million. The second phase of the pilot study is going good and the data shows it's working. The Board requested a presentation. Evans explained they are looking at working on a closure plan for cell 2. The FEMA floodplain work is going well, but slow. CDM is putting models together for 25- and 50-year storms. Hough moved to approve Task Order 15. The motion passed.

5 9:08 AM Klauser reviewed there are two accounts that haven't been collected. The first is $1,700 from July of 2022 for soccer field usage from Joshua Gonzalez. The second is a $5,000 sponsorship for July 4. There was a mix-up as the auditing office knew nothing about the sponsorship. An invoice was sent once that information was received, but payment was not received from Prime Towing. Moser moved to approve cancelling the fees for the two outstanding invoices. The motion passed.

6 9:10 AM Moser moved to approve Resolution Numbers 2026-70, 71, and 72. The motion passed.

7 9:10 AM Moser moved to approve the public hearing notice for publication for a rezone. The motion passed.

8 9:11 AM Moser moved to approve the items on the consent agenda. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Application for cremation assistance was approved for case number 20260035 and denied for case number 20260036. Releases of lien for case numbers 20040324 and 20040019 were approved.	Indigent
Cancellation of late fees was approved.	Treasurer/Resolution
SHSP grant funds approved for cybersecurity.	IT/Grant Team/OEM
Task Order 15 with CDM Smith was approved.	Landfill
Uncollected invoices with a total of $6,700 were approved to be cancelled.	Parks & Rec/Auditing
Resolution Nos. 2026-70 Approving September 2026 Alcohol Licenses; 2026-71 Approving September 2026 Salaries; and 2026-72 Authorization and Order to Reallocate Funds were passed.	Clerk
Publication notice for a rezone public hearing was approved.	Clerk
Items on the consent agenda were approved.	Clerk/Auditing/Resolution

In the Matter of APPROVING)
SEPTEMBER 2026 ALCOHOL LICENSES)

R.S. No. 2026-70
October 6, 2026

RESOLUTION

WHEREAS, in the month of September 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.

DATE APPROVED	LIC #	TOTAL	OWNER/ APPLICANT	DBA/Event
09/01/2026	ACP2026-017	$20.00	O Michaels Pub & Grill	Wedding
09/03/2026	ABL2026-009	$312.50	Gypsy Holdings	The Office Bar & Grill
09/10/2026	ABL2026-017	$287.50	Hokanson Enterprises	Five Corners Bar
	ABL2026-016	$175.00	Compass Group USA	Chartwells
	ABL2026-015	$125.00	D&E Kwik Stop	K&B Kwik Stop #6
	ABL2026-014	$125.00	D&E Kwik Stop	K&B Kwik Stop #3
	ABL2026-013	$125.00	D&E Kwik Stop	K&B Kwik Stop #5
	ABL2026-012	$125.00	D&E Kwik Stop	K&B Kwik Stop #2
	ABL2026-011	$287.50	Aladdin Food & Beverage	Sand Trap Grill
	ABL2026-010	$287.50	First National Bar	First National Bar
09/15/2026	ABL2026-043	$150.00	Ridleys Family Markets	Ridleys Family Markets
	ABL2026-042	$150.00	Ridleys Family Markets	Ridleys Family Markets
	ABL2026-040	$125.00	Maverik Group	Maverik #347
	ABL2026-038	$125.00	Maverik Group	Maverik #489
	ABL2026-041	$125.00	Maverik Group	Maverik #194
	ABL2026-037	$125.00	Maverik Group	Maverik #651
	ABL2026-039	$125.00	Maverik Group	Maverik #364
	ABL2026-036	$325.00	Wingers USA	Wingers Pocatello
	ABL2026-035	$287.50	Yellowstone Restaurant	The Yellowstone/313/The Union
	ABL2026-033	$125.00	Stinker Stores	Stinker Store #67
	ABL2026-031	$125.00	Stinker Stores	Stinker Store #49
	ABL2026-034	$125.00	Stinker Stores	Stinker Store #69
	ABL2026-032	$125.00	Stinker Stores	Stinker Store #64
	ABL2026-030	$25.00	Pilot Travel Center	Flying J Travel Center #641
	ABL2026-029	$287.50	Apple Idaho	Applebees Neighborhood Grill & Bar
	ABL2026-027	$125.00	Jackson Bevco	Tobacco Connection #24

DATE APPROVED	LIC #	TOTAL	OWNER/ APPLICANT	DBA/Event
	ABL2026-028	$125.00	Jackson Bevco	Tobacco Connection #8
	ABL2026-026	$125.00	Finch Brands	Nels Bi-Lo Market
	ABL2026-025	$125.00	Philbin Crossing Mart	Philbin Crossing Mart
	ABL2026-024	$150.00	Walmart	Walmart #1995
	ABL2026-023	$287.50	Pocatello Elks Lodge #674	Pocatello Elks Lodge #674
	ABL2026-022	$312.50	Michael W & Kathleen Siebert	Outback Golf Park
	ABL2026-021	$150.00	Taqueria Pelayo	Taqueria Pelayo
	ABL2026-020	$125.00	Gebo	Ace Hardware & Element
	ABL2026-019	$375.00	Jim Dandy Brewing	Jim Dandy Brewing
	ABL2026-018	$287.50	Two For Me	Barricade
09/17/2026	ABL2026-044	$175.00	JJ & M Enterprises	PVs Pasta & Vino
	ABL2026-045	$125.00	Our Place Quick Stop	Our Place Pit Stop
	ABL2026-046	$125.00	Our Place Quick Stop	Our Place Benton St
	ABL2026-047	$312.50	Palate Street Bistro	Palate Neighborhood Bistro
	ABL2026-048	$125.00	Costco Wholesale Corporation	Costco Wholesale #1033
	ABL2026-049	$100.00	Blue Jay Inn	Blue Jay Inn
	ABL2026-050	$312.50	Duffys	Duffys
	ABL2026-051	$275.00	Himalayan Living	Himalayan Flavor
	ABL2026-056	$125.00	Fast Stop US	Fast Stop 2245
	ABL2026-052	$125.00	Fast Stop US	Fast Stop 2240
	ABL2026-057	$125.00	Fast Stop US	Fast Stop 2246
	ABL2026-054	$125.00	Fast Stop US	Fast Stop 2243
	ABL2026-053	$125.00	Fast Stop US	Fast Stop 2242
	ABL2026-055	$125.00	Fast Stop US	Fast Stop 2244
	ABL2026-058	$125.00	Fast Stop 1141	Fast Stop 1141
	ABL2026-059	$300.00	Fast Stop 1145	Fast Stop 1145
09/24/2026	ABL2026-077	$312.50	LRD Hospitality LLC	Best Western Pocatello Inn
	ABL2026-063	$150.00	R&N Bisharat Inc	Bisharats Market
	ABL2026-065	$287.50	Jaxxon Entertaining	Center Street Clubhouse
	ABL2026-060	$275.00	E Thomas	Elmers Breakfast Lunch Dinner
	ABL2026-068	$150.00	Fred Meyer Stores	Fred Meyer #260
	ABL2026-062	$300.00	Golden Asia Inc	Gin Sen
	ABL2026-066	$287.50	JGIH	Jakers Bar & Grill

DATE APPROVED	LIC #	TOTAL	OWNER/ APPLICANT	DBA/Event
	ABL2026-070	$362.50	Huizar	Los Gavilanes Mexican Grill
	ABL2026-072	$312.50	McDermotts Bar Ii	McDermotts Bar
	ABL2026-076	$125.00	HB Boys	Pocatello Chevron
	ABL2026-074	$125.00	MLD Investments	Pocatello Koa
	ABL2026-073	$287.50	Senor Garcias Tex-Mex Grill	Puerto Vallarta
	ABL2026-061	$287.50	Baba Agand Enterprises	Red Lion Hotel
	ABL2026-064	$287.50	CM Ventures	Sandbaggers Bar & Grill
	ABL2026-071	$125.00	Short Stop Grocery Limited	Short Stop Grocery
	ABL2026-069	$150.00	Smiths Food & Drug Centers	Smiths Food & Drug #61
	ABL2026-075	$362.50	Wanderlust	Wanderlust
	ABL2026-067	$125.00	Winco Foods	Winco Foods #117
09/29/2026	ABL2026-088	$150.00	19th Hole	19th Hole
	ABL2026-090	$200.00	Angels Tacos Inc	Angels Tacos
	ABL2026-089	$312.50	Bourbon Barrel Bar	Bourbon Barrel Bar
	ABL2026-079	$250.00	Del Monte Meats	Del Monte Meats
	ABL2026-085	$125.00	Jacksons Food Stores	Jacksons Food Stores #67
	ABL2026-086	$125.00	Jacksons Food Stores	Jacksons Food Stores #68
	ABL2026-087	$125.00	Jacksons Food Stores	Jacksons Food Stores #69
	ABL2026-084	$125.00	Jacksons Food Stores	Jacksons Food Stores #30
	ABL2026-078	$225.00	Juniper Hills Country Club	Juniper Hills Country Club
	ABL2026-081	$175.00	JB5 Ventures	Loading Pen Saloon
	ABL2026-080	$200.00	Senor Iguanas	Senor Iguanas
	ABL2026-082	$125.00	Walgreen	Walgreens #06380
	ABL2026-083	$125.00	Walgreen	Walgreens #09157

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Member

Ken Bullock, Member

ATTEST:

Jason C. Dixon, Clerk

In the Matter of APPROVING)
SEPTEMBER 2026 SALARIES)

R.S. No. 2026-71
October 6, 2026

RESOLUTION

WHEREAS, salary approval forms, for the month of September 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:

Date Approved	Name – Position Department – Reason for Change	Effective Date & Salary
09/03/2026	Jessica Murdock Ashley – Juvenile Probation Officer Juvenile Justice – Replacing Jesika Snyder	09/14/2026 $22.54/hour
	Breanna Green – Sr. Admin Assistant/Deputy Clerk-Courts Clerk of the District Court – Replacing Danielle Allen	09/08/2026 $17.20/hour
	Tyler Middledorf – Deputy Detention Division Jail – Replacing Amber Asper	09/14/2026 $23.52/hour
09/15/2026	Shyanne Lee – Intern Juvenile Justice/The Village – Internship	01/11/2027 Unpaid
	Vickie Sweitzer – Temp Admin Specialist/Elections Tech Elections – Temporary	09/28/2026 $15.25/hour
	Tonya Bernt – Temp Admin Specialist/Elections Tech Elections – Temporary	09/28/2026 $15.00/hour
	Lillian Conley – Juvenile Detention Deputy Juvenile Detention	09/21/2026 $20.27/hour
	Jarik May – On-call Juvenile Detention Deputy Juvenile Detention	09/21/2026 $19.68/hour
09/24/2026	Megan Shutes – Communication Specialist Sheriff – Replacing Nataya Thompson	10/03/2026 $23.76/hour
	Krystin Masterson – Drivers License Technician Sheriff – Replacing Megan Shutes	10/03/2026 $17.39/hour
	Pauline Black – Drivers License Technician Sheriff – Replacing Melonie McCausey	10/03/2026 $18.99/hour
	Katelyn Miller – PT Truancy/Youth Crt Coord & Facilitator Juvenile Programs – Replacing Amy Broughton-Price	09/22/2026 $21.72/hour

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Member

Ken Bullock, Member

ATTEST: _____
Jason C. Dixon, Clerk

In the Matter of AUTHORIZATION AND)
ORDER TO REALLOCATE FUNDS)

R.S. No. 2026-72
October 6, 2026

RESOLUTION

WHEREAS, a request was considered to reallocate funds from the Prosecutor's "A" budget to cover an unforeseen software request for CoCounsel, which was not originally budgeted for; and

WHEREAS, Idaho Code §31-1508 permits reallocation of money that has become inoperative for the purpose for which the fund was created; and

WHEREAS, this reallocation will not impact the budget negatively;

NOW THEREFORE, BE IT RESOLVED that the Auditor's Office is hereby authorized and ordered to reallocate funds in the following budget lines:

Fiscal Year 2027:

TO:	123221-42820	$30,000
FROM:	123221-40200	$30,000

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Member

Ken Bullock, Member

ATTEST:
Jason C. Dixon, Clerk

Jason C. Dixon
Clerk of the District Court
Ex-Officio Auditor - Recorder
Clerk to the Commissioners

Bannock County Auditing
624 Center, Room 104
Pocatello, Idaho 83201-6247
Phone (208) 236-7335

Date 9/28/2026

Department Requesting Reallocation: Prosecutors

Description of Reason for Reallocation Request: It is requested to move $30,000 from "A" budget 123221-40200, position control 103001 to "B" budget to cover an unforeseen software request called CoCounsel as presented on 10/1/2026.

Funding option to make reallocation request described above (list accounts and amounts where funds will come from and accounts and amounts moving to).

Fiscal Year: 2027

To Line: 123221-42820 Amount: $ 30,000

From Line: 123221-40200 Amount: $ 30,000

Department Head/Elected Official Approval Signature: _____

Comptroller Signature: _____

SUBMIT TO AUDITING DEPARTMENT FOR FINANCIAL REVIEW OF CHANGES

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 September 29 and October 1, 2026, as approved during the meeting of October 6, 2026.

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Member

Ken Bullock, Member

ATTEST:

Jason C. Dixon, Clerk