



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

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| Date of Meeting: | Tuesday, December 30, 2025 |
| 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, Attorney Jonathan Radford, Comptroller Kristi Klauser, and HR Director Matthew Phillips |

Agenda Details

| AGENDA | |
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| | Regular Business and Claims Meeting (action items) |
| | Agenda: |
| 1 | <ul style="list-style-type: none"> Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item) |
| 2 | <ul style="list-style-type: none"> Adam McKinney, Information Technology, regarding (1) a discussion about donating a surplus generator to Oneida County and, (2) a signature on Master Services Agreement with TimeKeeping Systems, Inc. (requested 5 minutes) (action item) |
| 3 | <ul style="list-style-type: none"> Buddy Romriell, Public Works, seeking a discussion pertaining to hiring for the Mechanic 2 vacancy (requested 5 minutes) (action item) |
| 4 | <ul style="list-style-type: none"> Matthew K. Phillips, Human Resources and Risk Management, requesting to discuss and approve revisions to personnel policy as they pertain to (1) including Juneteenth as an observed holiday and, (2) statuses to allow 401(k)/457(b) enroll with Roth for part-time and casual employees (requested 10 minutes) (action items) |
| 5 | <ul style="list-style-type: none"> Hal Jensen, Planning and Development, requesting to provide an update on the Land Use and Development Ordinance Timeline (requested 15 minutes) (potential action item) |
| 6 | SIGNATURE ONLY (action items): |
| | Memo authorizing disposal of documents |
| 7 | CONSENT AGENDA (action items): |
| | <ul style="list-style-type: none"> Board of Ambulance District: Invoices and Commissioner Report Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session Payroll Report Alcohol Licenses and Permits Certificate of Residency Approval Memorandum Authorization for Accounts Payable Cardholder User Agreement and Authorization Manual Checks Mileage and Travel Approvals Minutes: Approval of and signature on certification for meeting minutes for December 23, 2025 |

Meeting Notes

- 1 9:00 AM Hough called the meeting to order. Moser moved to approve a release of lien for case numbers 20090048 and 20140019. The motion passed.
- 2 9:01 AM McKinney explained power issues that Oneida County experienced. He suggested, as a solution, donating a generator that is 25 years old. It was formerly housed at the Chubbuck Police Department, and has been stored for several years. It has been offered to other departments in the County with no interest. Discussion ensued on McCammon's potential need for a generator and other generators that might be available. The generator should be offered to McCammon first.
9:03 AM McKinney explained the Guard1 equipment master services agreement, as formality, needs sign on the correct lines. Moser moved to approve signature. The motion passed.
- 3 9:04 AM Jason Murdock, Shop Supervisor, also appeared. Romriell explained after the mechanic retired, to help ease burden on staff, they tried outsourcing oil changes, but that did not work out. The recommendation is to advertise the position at the highest level, a Mechanic 3. Doing this would still fall under budget. Murdock explained the position is technical work and requires more knowledge. Bullock moved to post at the requested pay level. The motion passed.
- 4 9:13 AM Phillips reviewed personnel policy updates. A full policy update is forthcoming, but there are two items to approve. Juneteenth was approved previously approved and has been added to the Holiday schedule. To comply with legislative changes, the employment statuses need changed to allow retirement contributions for part-time and casual employees. Discussion ensued on last week's announcement of a federal holiday. Hough moved to approve the policy changes. The motion passed.
- 5 9:20 AM Assistant Director Tristan Bourquin also appeared. Jensen reviewed updates to the timeline for the ordinance rewrite. Bourquin explained how the timeline was developed, and rezone issues that are possible. Discussion ensued on multi-use zoning issues, takings analysis, and items that have interrupted the rewrite timeline. Jensen relayed they are working on something that works, makes sense, is legally defensible, and not politically motivated.
9:39 AM Radford added discussion regarding legal outlay, federal constitution, zoning, regulatory taking, and Idaho clauses for further protection.
- 6 9:43 AM Hough moved to approve document disposal. The motion passed.
- 7 9:44 AM Bullock moved to approve the items on the consent agenda. The motion passed.

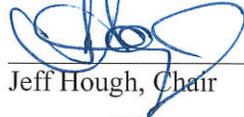
Action Item Summary

| ACTION/DIRECTION | ASSIGNED TO |
|--|-----------------------|
| Release of lien signed for case numbers 40090048 and 20140019. | Indigent |
| TimeKeeping Systems, Inc. contract approved for corrected signature. | IT |
| Mechanic 3 position approved for posting. | Road and Bridge/HR |
| Personnel policy updates were approved. | HR |
| Commission document disposal was approved. | Commission/Resolution |
| Consent agenda items were approved. | Auditing/Resolution |

**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 December 23, 2025, as approved during the meeting of December 30, 2025.

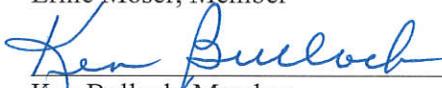
BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST:


Jason C. Dixon, Clerk