



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 13, 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)
- 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)
- Alisse Foster, Planning and Development, requesting review and approval of Chestnut Hill Subdivision (requested 5 minutes) (action item)
- Hal Jensen and Tristan Bourquin, Planning and Development, providing an updated timeline for Land Use and Development Ordinance (requested 15 minutes) (action item)
- Discuss Vehicle Use Policy (requested 10 minutes) (action item)
- 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)

RESOLUTIONS AND ORDINANCES (action items):

- Resolution 2026-5 Authorizing the Destruction of Auditing Files

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

Memo Authorizing Destruction of Documents

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 6 and 8, 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:

LA Semiconductor discussion with potential Executive Session (potential action item)

Date of meeting being requested:

01/13/2026

Time requested:

10 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:

Alisse Foster

Department:

Planning and Development

Requestor Email:

alissef@bannockcounty.gov

Item(s) to be considered:

Review for approval Chestnut Hill Subdivision.

Date of meeting being requested:

01/13/2026

Time requested:

5 Minutes

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

Other

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

Alisse Foster , Hal Jensen, Tristan Bourquin



PLANNING AND DEVELOPMENT SERVICES

5500 S 5th Ave | Pocatello, Idaho 83204 | 208.236.7230 | www.bannockcounty.gov

FINAL PLAT- CHESTNUT HILL SUBDIVISION STAFF MEMO

FILE #: SFP-25-7
LOCATION: RPRRCIN000401, currently addressed as 9595 Chestnut Hill Drive, Pocatello, ID 83204. RPRRCIN000301, currently addressed as 9498 Chestnut Hill Drive, Pocatello, ID 83204.

SURVEYOR:	OWNER:	
Dioptra	Mark and Rosa Selover	Jordan and Emily Driscoll
Stewart Ward	9595 W. Chestnut Hill Drive	9498 W. Chestnut Hill Drive
4880 Clover Dell Road	Pocatello, ID 83204	Pocatello, ID 83204
Pocatello, ID 83202		

REQUEST & BACKGROUND: Stewart Ward proposes an amendment to Cinnamon Springs Subdivision for the purpose of adjusting a lot line. The existing lots are 3.48 acres and 3.43 acres. After the proposed adjustment, the lots will be 3.55 acres and 3.34 acres. The development proposes individual septic systems and wells. This subdivision is located ~ 1.25 miles from the City of Pocatello boundary.

FINAL PLAT PROCESS SUMMARY:

PRE-DEVELOPMENT CONFERENCE: (SPD-25-1) Department review letter dated June 9, 2025.
CONCEPTUAL/MASTER PLAN: (SCP-25-1) Approved by Bannock County Planning and Development Council on August 20, 2025. Conditions placed by Council have been reviewed and met.

PRELIMINARY PLAT: (SPP-25-3) Approved by Bannock County Planning and Development Council on October 22, 2025. Conditions placed by Council have been reviewed and met.

FINAL PLAT REVIEW/SURVEYOR PLAT REVIEW: (SFP-25-7) Reviewed and approved by Matt Baker on December 17, 2025. Final plat was reviewed by Bannock County Road and Bridge, Bannock County Planning and Development, and Paul Bastian.

REPORT BY:
Alisse Foster, Subdivision Planner
alissef@bannockcounty.gov

MEMO DATE: January 6, 2026

EXHIBIT:
1. Plat

BOUNDARY DESCRIPTION

1. The north 40 feet of the northern boundary of said Subdivision, more particularly described as follows: Beginning at the intersection of the north line of Lot 4 Block 1 of the Cinnamon Hill Subdivision, (Map No. 12222),

2. Thence south 89 degrees 52 minutes 14 seconds East along the South line of Lot 4 Block 1 of the Cinnamon Hill Subdivision to the southwest corner of said Lot 4;

3. Thence south 89 degrees 52 minutes 14 seconds East along the west line of said Lot 4 to the southwest corner of Lot 4A;

4. Thence south 89 degrees 52 minutes 14 seconds East 142.60 feet, Radius 142.60 feet, Arc 135.00 feet, bearing S 89° 52' 14" E, 135.00 feet to the southeast corner of Lot 4A;

5. Thence south 89 degrees 52 minutes 14 seconds East along the east line of said Lot 4 to the southwest corner of said Lot 4;

6. Distance along 1221.264 feet along the north line of said Lot 3 to the north line of Lot 4;

7. Thence south 89 degrees 52 minutes 14 seconds East along the east line of lots 3 and 4 to the north line of said Lot 4;

8. Thence north 89 degrees 52 minutes 14 seconds West

ACKNOWLEDGEMENT

I, Jeff Hough, County Clerk, do hereby certify that on this 17 day of December, 2025, before me, a Notary Public in and for the State of Idaho, personally appeared Mark and Rose Sadover and wife, known or identified to me to be the persons whose names are subscribed to the within instrument, and acknowledged to me that they executed the same as witnesses, whereof, I have hereunto set my hand and official seal this day and year in the within and last above written.

Jeff Hough
COUNTY CLERK

214 2026
MY COMMISSION EXPIRES



ACKNOWLEDGEMENT

I, Matthew S. Baker, an Examining Surveyor in and for Bannock County, Idaho, do hereby certify that I have marked this plat and computations, shown hereon, and have determined that the requirements of Idaho Code, Title 18, have been met, to approve the same for filing on the 19 day of DEC, 2025.

Matthew S. Baker
SURVEYOR

214 2026
MY COMMISSION EXPIRES



WATER CERTIFICATE

I, Jeff Hough, County Clerk, do hereby certify that the

OWNER'S CERTIFICATE

None of them by these presents that we, the undersigned owners of the front of land described in the Boundary Description, have caused the same to be subdivided into 2 back and lots, and does hereby warrant and save the County of Bannock harmless from any existing easements or encumbrances. It is my intention the owner, to include all of the land described in the Boundary Description in this plat. The location and dimensions of the back and an area to be shown on the accompanying map of the property. The street shown is hereby dedicated to the public. The easements shown are not dedicated to the public but the right to use said easements is hereby perpetually reserved for public utility, roadway signs, or bridge, to the removal of for any other use designated in the plat and no structures other than those for such utility purposes are to be erected within the lines of said easements.

Mark Sadover (Lot 4A)
Rose Sadover (Lot 4A)
Jeffrey Hough (Lot 4A)
Erica Brackley (Lot 4A)

IRRIGATION CERTIFICATE

It has been determined that the property included in this subdivision is not located within the boundaries of an existing irrigation district. Lots within this subdivision will not receive an irrigation water right.

COUNTY CERTIFICATE

This plat was duly created and approved by resolution of the Board of County Commissioners on this _____ day of _____, 2025.

Jeff Hough - Chairman of the Board
Jason Dixon - County Clerk
Kevin M. Hough - Registrar
Bannock County, Registrar - Paul Hough, PC 7257

COUNTY EXAMINING SURVEYOR'S CERTIFICATE

I, Matthew S. Baker, an Examining Surveyor in and for Bannock County, Idaho, do hereby certify that I have marked this plat and computations, shown hereon, and have determined that the requirements of Idaho Code, Title 18, have been met, to approve the same for filing on the 19 day of DEC, 2025.

Matthew S. Baker
SURVEYOR

COUNTY TREASURER'S CERTIFICATE

I, Jeff Hough, County Clerk, do hereby certify that the

HEALTH DEPARTMENT CERTIFICATE

Sanitary conditions are required to be maintained in the

Kevin M. Hough
Bannock County, Registrar

SURVEYORS CERTIFICATE

I, Matthew S. Baker, an Examining Surveyor in and for Bannock County, Idaho, do hereby certify that I have marked this plat and computations, shown hereon, and have determined that the requirements of Idaho Code, Title 18, have been met, to approve the same for filing on the _____ day of _____, 2025.

Matthew S. Baker
SURVEYOR

COUNTY RECORDERS CERTIFICATE

DIOPTRA
Chestnut Hill Subdivision
TABLE WITH COLUMNS FOR DATE, TIME, AND OTHER RECORDING INFORMATION.



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Requestor Name:

Tristan Bourquin

Department:

Planning

Requestor Email:

tristanb@bannockcounty.gov

Item(s) to be considered:

Updated timeline for Land Use and Development Ordinance

Date of meeting being requested:

01/13/2026

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:

halj@bannockcounty.gov

Critical Path & Slack Analysis

This analysis identifies critical path activities, dependent milestones, and explicit slack (float) so the Commission can clearly see best-case vs. worst-case timelines. Dates reflect your proposed schedule and typical public-sector review risk.

1. Summary: What is on the critical path?

Any delay to the following items will delay adoption:

1. Draft cleanup → Draft 2 completion
2. Countywide zoning framework + parcel assignment
3. Takings analysis determinations – ordinance only
4. Legal review of ordinance draft
5. Planning Council public hearing
6. Commissioner public hearing
7. Final legal sign-off and publication

Activities off the critical path (with float) are noted in each phase below.

2. Phase-by-Phase Critical Path with Slack

Phase 1 – Draft Review & Rezoning Framework

Jan 5 – Feb 13 (6 weeks total)

Task	Dependency	Critical?	Slack (Best Case)	Risk Notes
Clean up Draft 1	None	✓	3 weeks	Formatting delays ripple forward
Integrate workshop comments	Draft 1 cleanup	✓	0	Substantive changes may expand scope
GIS draft Zoning Map	None	✓	0	Parcel accuracy & staff time
Draft 2 internal review	All above	✓	1–3 weeks	Compressible with staffing

Phase 1 Slack:

- **Best case:** ~4-6 weeks
- **Worst case:** + 2-3 weeks if policy conflicts emerge

Phase 2 – Legal & Advisory Workshops

Feb 16 – Mar 20 (5 weeks total)

*Staff training (4 working weeks)

Task	Dependency	Critical?	Slack	Risk Notes
Legal counsel review	Draft 2	✓	2-4 weeks	High risk of scope expansion
Draft 3 preparation	Legal edits	✓	0	Must precede workshops
Advisory Committee review	Draft 3	✗	1–2 weeks	Can occur async
Commission work session	Draft 3	✓	0	Fixed meeting date – Mar 10
Planning Council work session	Draft 3	✓	0	Fixed meeting date – Mar 18

Phase 2 Slack:

- **Best case:** ~5 weeks
- **Worst case:** +3–4 weeks if legal review expands scope

Phase 3 – Post-Workshop Redrafting & Takings

Mar 23 – Apr 10 (3 weeks total)

*Spring Break affects this phase

Task	Dependency	Critical?	Slack	Risk Notes
Incorporate feedback	Work sessions	✓	0	Required before hearings

Phase 3 Slack:

- **Best case:** 3 weeks
- **Worst case:** +2 weeks if policy direction shifts

Phase 4 – Public Hearing Draft 4

Apr 13 – Apr 24 (2 weeks total)

Task	Dependency	Critical?	Slack	Notes
Final document prep	Phase 3 complete	✓	0	Hard deadline – Apr 24
Maps & appendices	Zoning finalized	✓	0	Must match ordinance

Phase 4 Slack: None

Phase 5 – Public Hearings

Apr 27 – Jun 9 (6.5 weeks total)

*Planning Council hearing is contingent upon the ability to schedule a special meeting in May.

Task	Dependency	Critical?	Slack	Notes
Planning Council hearing	Draft 4	✓	0	Statutory notice + Fixed meeting date – May 13
Commissioner hearing	PC recommendation	✓	0	Statutory notice + Fixed meeting date – Jun 9
Additional hearings	Substantive changes	✗	+4–12 weeks	Worst-case driver

Phase 5 Slack:

- **Best case:** ~6.5 weeks
- **Worst case:** + 4-12 weeks if additional hearings are needed

⚠ **This is the highest-risk phase.**

Phase 6 – Adoption & Publication

Jun 10 – Jun 3 (3.5 weeks total)

Task	Dependency	Critical?	Slack	Notes
Final edits	Hearing outcome	✓	0	Limited compression
Final legal review	Final draft	✓	0	Required
Resolution prep	Legal sign-off	✓	0	
Publication	Commission approval	✓	0	Statutory

3. Best-Case vs. Worst-Case Timeline

Scenario	Total Duration	Primary Drivers
Best Case	6 months	Minimal takings, no additional hearings, efficient legal review
Worst Case	9-11 months	Policy shifts, additional hearings

4. Key Commission Takeaways

- Work session dates and hearing notices create hard, non-movable milestones
- Most early drafting tasks have less float due to downstream legal requirements
- Additional hearings are the single biggest risk to extending the schedule
- Each phase depicts tasks that can run concurrently

Critical Path & Slack Analysis

This analysis identifies critical path activities, dependent milestones, and explicit slack (float) so the Commission can clearly see best-case vs. worst-case timelines. Dates reflect your proposed schedule and typical public-sector review risk.

1. Summary: What is on the critical path?

Any delay to the following items will delay adoption:

1. Draft cleanup → Draft 2 completion
- ~~2. Countywide rezoning framework + parcel assignment~~
- ~~3. Property owner authorization outreach (overlaps but gates takings analysis)~~
4. Takings analysis determinations
- ~~5. Zoning map redrafting~~
6. Legal review of ordinance draft
7. Planning Council public hearing
8. Commissioner public hearing
9. Final legal sign-off and publication

Activities off the critical path (with float) are noted in each phase below.

2. Phase-by-Phase Critical Path with Slack

Phase 1 – Draft Review & Rezoning Framework

Jan 5 – Mar 6 (9 weeks total)

Task	Dependency	Critical?	Slack (Best Case)	Risk Notes
Clean up Draft 1	None	✓	0–1 week	Formatting delays ripple forward
Integrate workshop comments	Draft 1 cleanup	✓	0	Substantive changes may expand scope
Establish rezoning framework	Workshop integration	✓	0	GIS & parcel accuracy critical
Parcel inventory & zoning assignment	Rezoning framework	✓	0	Countywide scale = no float
Identify parcels w/ zoning changes	Parcel assignment	✓	0	Gates authorization + takings
Authorization letter templates	None	✗	2–3 weeks	Can lag behind zoning assignment
Authorization outreach launch	Templates complete	✓	0	Drives takings timeline
Draft 2 internal review	All above	✓	0–1 week	Compressible with staffing

Phase 1 Slack:

- **Best case:** ~1–2 weeks total (by overlapping outreach + internal review)
- **Worst case:** +4–6 weeks if parcel issues or zoning disputes arise

Phase 2 – Legal & Advisory Workshops

Mar 9 – Apr 17 (6 weeks total)

Task	Dependency	Critical?	Slack	Risk Notes
Legal counsel review	Draft 2	✓	0	High risk of scope expansion
Draft 3 preparation	Legal edits	✓	0	Must hit advisory deadlines
Advisory Committee review	Draft 3	✗	1–2 weeks	Can occur async
Commission workshop	Draft 3	✓	0	Fixed meeting date
Planning Council workshop	Draft 3	✓	0	Fixed meeting date

Phase 2 Slack:

- **Best case:** ~1 week
- **Worst case:** +3–5 weeks if legal issues force re-circulation

Phase 3 – Post-Workshop Redrafting & Takings

Apr 20 – May 15 (4 weeks total)

Task	Dependency	Critical?	Slack	Risk Notes
Incorporate feedback	Workshops	✓	0	Required before hearings
Complete takings determinations	Authorization results	✓	0	Longest lead legal task
Adjust zoning to avoid takings	Takings analysis	✓	0	Drives map revisions
Redraft zoning maps	Adjusted zoning	✓	0	No float before hearings

Phase 3 Slack:

- **Best case:** 0–1 week
- **Worst case:** +6–10 weeks if takings volume is high

⚠ This is the highest-risk phase.

Phase 4 – Public Hearing Draft 4

May 18 – May 27 (2 weeks total)

Task	Dependency	Critical?	Slack	Notes
Final document prep	Phase 3 complete	✓	0	Hard deadline
Maps & appendices	Zoning finalized	✓	0	Must match ordinance

Phase 4 Slack: None**Phase 5 – Public Hearings**

May 28 – Jul 24 (8 weeks total)

Task	Dependency	Critical?	Slack	Notes
Planning Council hearing	Draft 4	✓	0	Statutory notice
Commissioner hearing	PC recommendation	✓	0	Statutory
Additional hearings	Substantive changes	✗	+4–12 weeks	Worst-case driver

Phase 6 – Adoption & Publication

Jul 27 – Aug 15 (3 weeks total)

Task	Dependency	Critical?	Slack	Notes
Final edits	Hearing outcome	✓	0	Limited compression
Final legal review	Final draft	✓	0	Required
Resolution prep	Legal sign-off	✓	0	
Publication	Commission approval	✓	0	Statutory

3. Best-Case vs. Worst-Case Timeline

Scenario	Total Duration	Primary Drivers
Best Case	6–7 months	Minimal takings, no re-hearings, efficient legal review
Likely Case	8–10 months	Some takings adjustments, minor rework
Worst Case	12–14 months	Extensive takings, multiple map revisions, added hearings

4. Key Commission Takeaways

- Rezoning + takings analysis are the schedule drivers
- Workshop dates and hearing notices create hard, non-movable milestones
- Most early drafting tasks have little or no float due to downstream legal requirements
- Additional hearings are the single biggest risk to extending the schedule

PROJECT PORTFOLIO: Land Use and Development Ordinance of Bannock County

1. Project Scope

- The project aims to consolidate and modernize eight existing ordinances into a comprehensive Land Use and Development Ordinance (LUDO) for Bannock County. This ordinance will regulate zoning, land use, subdivision, and other key aspects of county planning.
- Goals:
 - a. Enhance clarity, consistency, and enforceability
 - b. Align with state and federal regulations
 - c. Use the Comprehensive Plan to guide the ordinance

2. Project Team

- Project Sponsor: Commissioners – Provides overall direction, support and oversight
- Project Lead: Hal Jensen – Oversees project execution and coordination
- Project Analyst: Tristan Bourquin – Supports project execution through research, data analysis and documentation.
- Legal Advisor: Jon Radford – Ensures compliance with state and federal laws
- Public Relations Coordinator: Emma Iannacone – Manages community engagement and communication
- Team Members: Alisse Foster, Subdivision Planner and Annie Hughes, Zoning Planner – Provides expertise in land use policies
- Advisory Committee: Representatives from the public – Provides project feedback

3. Project Timeline

- Phase 1: Draft Review & Refinement (~~Jan 5 – Mar 6~~)
 - a. Clean up Draft 1
 - Formatting, numbering, cross-references
 - Initial consistency check across zoning, subdivision, stormwater, floodplain, building, and waste sections
 - b. Integrate public workshop comments and technical data
 - c. ~~Establish rezoning framework aligned with new zoning districts~~
 - Initial GIS coordination and parcel inventory
 - ~~Assign proposed zoning districts to all parcels~~
 - ~~Identify parcels with zoning changes~~
 - d. ~~Develop property owner authorization letter templates~~
 - ~~Create tracking system for authorizations~~
 - e. Prepare Draft 2 and internal review

- Internal completeness review
 - ~~Continue rezoning refinement~~
 - ~~Launch property owner authorization outreach~~
 - ~~Begin identifying parcels likely requiring takings analysis~~
- Phase 2: Legal & Advisory Workshops (~~Mar 9 — Apr 17~~)
 - a. Legal Counsel Review
 - b. Incorporate legal edits / prepare Draft 3
 - c. Send Draft 3 to Advisory Committee – April 3
 - d. Commission Workshop – ~~April 7~~
 - e. Planning Council Workshop – ~~April 15~~
- Phase 3: Redrafting After Workshops (~~Apr 20 — May 15~~)
 - a. Incorporate Planning Council and Commissioner feedback
 - b. Complete takings analysis determinations
 - c. Adjust ~~zoning~~ where required to avoid unconstitutional takings
 - ~~Redraft zoning maps based on letters of authorization and takings analyses~~
- Phase 4: Prepare Public Hearing Draft 4 (~~May 18 — May 27~~)
 - a. Prepare final document
 - Zoning Maps
 - Wildlife Habitat Maps
 - Soils Maps
 - Any other appendices
- Phase 5: Public Hearings Process (~~May 28 — Jul 24~~)
 - a. Planning Council public hearing – ~~Jun 17~~
 - b. Commissioners public hearing – ~~Jul 16~~
 - Additional hearing(s) if changes are substantial
- Phase 6: Adoption & Publication (~~Jul 27 — Aug 15~~)
 - a. Final cleanup edits
 - b. Final legal review
 - c. Preparation of adoption resolution/ordinance package
 - Legal confirmation of resolution/adoption language
 - d. Commission to sign newspaper publication – ~~Aug 11~~
 - e. Publication in local newspaper - Ordinance becomes effective – ~~Aug 15~~

Estimated Total Project Duration

If no major rewrites are required and legal review is efficient:

- Best-case total duration: ~5-6 months
- Worst-case scenario (multiple major revisions): ~8-10 months

4. Potential Risks and Mitigation Strategies

- Legal Challenges – Ensure thorough legal review and alignment with statutory requirements.
- Public Opposition – Conduct transparent communication and public involvement from the start.
- Resource Constraints – Secure adequate funding and staffing support early in the process.
- Approval Delays – Engage key decision-makers early to streamline the review and approval process.
- Implementation Challenges – Develop training programs and clear guidelines for enforcement

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 - Initial consistency check across zoning, subdivision, stormwater, floodplain, building, and waste sections
 - b. Integrate public workshop comments and technical data
 - c. Initial GIS coordination and parcel inventory
 - d. Prepare Draft 2 and internal review
 - Internal completeness review
- Phase 2: Legal & Advisory Workshops (Feb 16 – Mar 20)
 - a. Legal Counsel Review
 - b. Incorporate legal edits / prepare Draft 3

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Requestor Name:

Commission

Department:

Commission

Requestor Email:

commission@bannockcounty.gov

Item(s) to be considered:

Continue Vehicle Use Policy Conversation

Date of meeting being requested:

01/13/2026

Time requested:

10 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:

2.3.10 Business Use of Personal Vehicles

Business travel

Personal vehicle mileage incurred during authorized business travel, for a business event, should be claimed on the Expenditure Reimbursement Voucher computed at the GSA rate per mile or Bannock County approved/adopted rate. Mileage approved will be from Bannock County courthouse to destination, round trip unless otherwise approved.

Travel information is to be completed on the Expenditure Reimbursement Form. The department head or Elected official approves and signs reimbursement request to reconcile expense with travel budget amount. Anything above budgeted amount will need Commissioner approval. Form should include a copy of their personal vehicle proof of insurance and current driver's license. Reimbursement form can be approved on the consent agenda.

When multiple employees are traveling to the same business event, carpooling is encouraged when possible.

Local Work Related Vehicle use

The mileage reimbursement rate of 45¢ per mile is to compensate the employee for ordinary wear and tear and operating costs for work related use of the employee's personal vehicle. The County makes no claim implicit or otherwise, to assume the cost of actual vehicle expenses.

The Mileage Report for Business Use of Personal Vehicles form is to be completed at least monthly, with proper substantiation, signed by department head or Elected official, then submitted to the Auditing department for employees with regular reimbursable mileage expense. Regular use of personal vehicles used under this condition must get approval from County Commissioners.

Commute mileage is not an allowable expense and will not be reimbursed.

2.3.11 Personal Use of County Vehicles

Personal use of a County vehicle will be a taxable fringe added quarterly to the employee's payroll check. County vehicles are not for personal use other than commuting and de minimus personal errands.

The methods used by the County for reporting taxable fringe are Lease Value or Commuting Value.

2.3.11.1 Lease Value Method will be used by elected County officials. Mileage is to be reported on the Mileage Report – Personal Use of County Vehicles form. Reg. §1.61-21(d)

2.3.11.2 Commuting Value Method will be used by all other County employees. Mileage will be tracked using the Mileage Report – Personal Use of County Vehicles form. All miles are to be tracked by destination. When an employee must report to their work

place, even on unscheduled work days; this must be reported on the Usage Report.
Reg.§1.61-21(f)

Departments may allow employees to take County vehicles home if they are on call and need to respond to a location other than their home location.

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 Klauser

Department:

Auditing

Requestor Email:

kristik@bannockcounty.us

Item(s) to be considered:

Signature on Secure Rural Schools Certification of Title III expenditures.

Date of meeting being requested:

01/13/2026

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:

Secure Rural Schools and Community Self-Determination Act of 2000
Certification of Title III expenditures by participating county

The Secure Rural Schools and Community Self-Determination Act of 2000 (the Act), reauthorized in Public Law 117-58 and Public Law 117-102, requires the appropriate official of a county that receives funds under Title III of the Act to submit to the Secretary concerned (the Secretary of Agriculture, or the Secretary of the Interior, as appropriate) an annual certification that the funds expended have been used for the uses authorized under section 302(a) of the Act. The Secretary concerned also is requiring the appropriate official to certify the amount of Title III funds received since October 2008 that have not been spent/obligated.

The appropriate official of each participating county may use this form (see page 2) to report information to meet the requirements of the Act. **Certification must be made by February 1 following each year Title III funds are being held or spent/obligated by the county.** Certain counties in Oregon receive Title III payments initiated by both the Department of Agriculture and the Department of the Interior. If the county received Secure Rural Schools Act Title III payments from more than one agency, the county must certify separately to each Secretary regarding the separate payment initiated by that agency. Submit the certification to the appropriate address below for the respective agency.

All counties expending Title III funds received from Forest Service payments are to submit the annual certification by one of the following methods:

E-Mail (Preferred)	Mail	FAX:
SM.FS.asc_asr@usda.gov	U.S. Forest Service Albuquerque Service Center, B&F Attn: Funds Control/ASR 4000 Masthead St. NE Albuquerque, NM 87109	877-684-1422 ATTN: ASR

Certain counties in western Oregon expending Title III funds received from payments from the Department of Interior for lands administered by the Bureau of Land Management are to submit a separate annual certification about the separate Title III funds by one of the following methods:

E-mail:	Mail	FAX:
blm_orwa_public_room@blm.gov	BLM Oregon State Office (OR931) Attn: Title III Coordinator 1220 SW 3rd Ave. Portland, Oregon 97204	503-808-6021

**Secure Rural Schools and Community Self-Determination Act of 2000
County's Certification of Title III Expenditures and Unobligated Funds
Required by Law under Section 302(a) of the Act**

2025 Payment Year
Name of participating County and State : Bannock County, Idaho

CURRENT TITLE III BALANCES	
*Title III funds balance brought forward on 10/1/2024:	\$22,990.32
**Title III funds received in calendar year 2025:	\$0

EXPENDITURES	
Amount of Title III funds spent/obligated this year to conduct authorized activities under the Firewise Communities program:	\$
Amount of Title III funds spent/obligated this year to reimburse the participating county for search and rescue and other emergency services performed on Federal land and paid for by the county, including firefighting and law enforcement patrols:	\$22,900.32
Amount of Title III funds spent/obligated this year to cover training costs and equipment purchases related to the emergency services:	\$
Amount of Title III funds spent/obligated this year to develop community wildfire protection plans in coordination with the appropriate Secretary:	\$
Amount of Title III funds spent/obligated this year on (A) broadband telecommunications services at local schools; or (B) the technology and connectivity necessary for students to use a digital learning tool at or outside of a local school campus:	\$
Total Title III spent in 2025:	22,990.32

FUNDS NOT SPENT/OBLIGATED	
Remaining unobligated Title III fund balance as of 9/30/2025:	\$0

CERTIFICATION	
<p>The expenditures reported above were for the uses authorized under section 302(a) of the Act. The proposed uses had a publication and comment period and were submitted to the appropriate Secure Rural Schools Act resource advisory committee(s) as required in Section 302(b) of the Act.</p> <p>The amounts reported as unobligated on September 30 are accurate and consistent with the county's accounting practices.</p> <p>Signature of certifying official: _____</p>	
Print or type name and title of certifying official: Jeff Hough, Chairman	Date of certification: 1/13/25
Certifying Official Contact Information	
E-Mail:kristik@bannockcounty.us	
Phone:208-236-7331	
Address, including City, State, Zip: 624 E Center St Rm 104, Pocatello, ID 83201	

***This balance should include all remaining Title III funds from 2024 and prior.**

****2025 Title III funds will be finalized after the February 1, 2026 deadline and can be reported on the 2027 certification form.**

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0220. The time required to complete this information collection is estimated to average 24 hours annually per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410, or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay

Secure Rural Schools Act

Certification of Title III expenditures by participating county

or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

BANNOCK COUNTY COMMISSIONERS

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



ERNIE MOSER
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Business Meeting Agenda Request Form

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Requestor Name:

Kristi Klauser

Department:

Auditing

Requestor Email:

kristik@bannockcounty.us

Item(s) to be considered:

ARPA update

Date of meeting being requested:

01/13/2026

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:

Nancy Allen

Project Description	Contract	Spent as of 9/30/25	Remaining Budget	FY26 expend	Unspent
Completed projects to date	12,007,184.41	12,007,184.41	0.00		0.00
YDC and EC/WC bldg*	2,540,657.47	2,059,349.27	481,308.20	328,979.49	152,328.71
Cthouse boilers (2) (inc engineer)	331,207.20	251,230.20	79,977.00	79,977.00	0.00
Exhibit building	1,191,293.40	1,191,293.40	0.00		0.00
cameras	219,500.00	160,921.87	58,578.13	18,541.10	40,037.03
Upgrade central controls & C pod/Jail	765,832.52	583,509.80	182,322.72	110,924.68	71,398.05
	<u>17,055,675.00</u>	<u>16,253,488.95</u>	<u>802,186.05</u>	<u>538,422.27</u>	<u>263,763.79</u>

Total Expenditures to date 16,791,911.22

PILT **100,000.00**

obligations remaining:

YDC security bdgt \$20,929

250502-42400

YDC signs 6372.56

YDC metal detector 2371.1

YDC dishwasher 2847

In the Matter of AUTHORIZING THE)
DESTRUCTION OF AUDITING FILES)

R.S. No. 2026-5
 January 13, 2026

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 Auditing Office has the following grant records that have reached their expiration far beyond auditable requirements (a more detailed log is located on the County network at: agreements\$\Grants):

Project End Date	Funder	Funder Grant/Award #	Project Name
9/30/2001	Idaho State Police	CR-13-00	Sheriff's Help and Recovery Environment (SHARE)
9/30/2002	Idaho State Police	C01-BYRN-13-CR-02	Sheriff's Help and Recovery Environment (SHARE)
9/30/2003	Idaho State Police	02-BYRN-13-CR-3	Sheriff's Help and Recovery Environment (SHARE)
12/1/1998	Idaho Dept of H&W	KC096100	Sheriff's Youth Camp
9/30/2006	Idaho Supreme Court	02-JJ61-02	Child Protection Pilot Program
9/30/2007	Idaho Supreme Court		Juvenile Drug Court Officers
9/30/2008	Idaho Supreme Court		Juvenile Drug Court Officers
9/30/2009	Idaho Supreme Court		Juvenile Drug Court Officers
9/30/2010	Idaho Supreme Court		Juvenile Drug Court Officers
9/30/2011	Idaho Supreme Court		Juvenile Drug Court Officers
9/30/2012	Idaho Supreme Court		Juvenile Drug Court Officers
9/30/2013	Idaho Supreme Court		Juvenile Drug Court Officers
9/30/2014	Idaho Supreme Court		Juvenile Drug Court Officers
9/30/2015	Idaho Supreme Court		Juvenile Drug Court Officers
9/30/2016	Idaho Supreme Court		Juvenile Drug Court Officers
9/30/2017	Idaho Supreme Court		Juvenile Drug Court Officers
11/30/2008	Idaho Supreme Court	SJI-03-N-102	SJI Case Manager
6/30/2001	ID Dept of Parks & Rec	5/2/2001	South Pocatello RV Dump
6/30/2006	ID Dept of Parks & Rec	FRT5-5-03-1	Groomer Maintenance and Storage Building
6/30/2007	ID Dept of Parks & Rec	GRT6-5-45-1/GMV7-5-03-1	Transport Truck
6/30/2008	ID Dept of Parks & Rec	GRB6-5-03-1	Crystal Summit Parking lot
2/15/2004	ID Dept of Parks & Rec	GRT4-5-03-1	Snowmobile trail markers
3/1/2006	ID Community Found'n	14731	Fairgrounds garden and path
5/3/2005	ID Community Found'n	13672	Fairgrounds concrete wall on Ifft Road
12/31/2012	USDA Forest Service	10-PA-11041563-098	SF Mink Creek Box Canyon Culvert Replacement
6/30/1995	ID Dept of Parks & Rec	5/4/1995	S Bannock County RV Park - Downey
9/30/2000	Idaho Dept of H&W	KC113800	Sheriff's Youth Camp
9/30/2001	Idaho Dept of H&W	KC134000	Sherriff's Youth Camp
9/30/2002	Idaho Dept of H&W	6C053000	Sherriff's Youth Camp
9/30/2003	Idaho Dept of H&W	6C054600	Sherriff's Youth Camp
6/30/2006	Idaho State Police	04-BY-22-DR-1B-00-2	Sherriff's Youth Summer Camp
9/30/2003	Idaho DEQ		Idaho Waste Tire Management
8/30/2008	ID Department of Lands	06SAFP 02	Fire Liaison - Fuels Reduction for Mink Creek, Johnny Creek and Pocatello Creek
12/1/2007	ID Department of Lands	04BLM 03	Fire Liaison - Fuels Reduction for Buckskin

10/2/2012	ID Department of Lands	09SAFP 11	Fire Liaison - Fuels Reduction for Summit Hills, Blind Springs, and Pebble Creek
5/1/2008	Idaho Dept of H&W		EMS training
9/30/2004	Idaho Dept of H&W	HC442300	EMS training
6/30/2005	Idaho Dept of H&W	HC477800	EMS training
6/30/2005	Idaho Dept of H&W	HC484000	Pediatric IV Arm
6/30/2006	Idaho Dept of H&W	HC517100	EMS equipment
6/30/2006	Idaho Dept of H&W	HC529900	EMS training
10/10/2012	ID Depart of Commerce	ICDBG-11-V-07-PF	Downey Fire Station Project
5/30/2015	Idaho Dept of H&W	HC838300	Search and Rescue Equipment
5/30/2015	ID Dept of Parks & Rec	MB15-5-3-1	Search and Rescue Equipment
6/30/2011	Idaho Dept of H&W	HC582000	Search and Rescue Truck
6/30/2008	Idaho Dept of H&W	HC582000	Search and Rescue Truck
9/30/2006	ID DOT	SEM0602	Search and Rescue Equipment
9/30/2008	ID DOT		Search and Rescue Equipment
7/12/2010	US Dept of Energy	RW0000134	Energy Efficiency upgrades
9/30/2016	ID DOT	FFY2016	Occupant Protection
9/30/2015	ID DOT	FFY2015	Occupant Protection
9/30/2014	ID DOT	FFY2014	Occupant Protection
9/30/2013	ID DOT	FFY2013	Occupant Protection
9/30/2012	ID DOT	FFY2012	Occupant Protection
9/30/2011	ID DOT	FFY 2011	Occupant Protection
9/30/2010	ID DOT	FFY 2010	Occupant Protection
9/30/2009	ID DOT	FFY 2009	Occupant Protection
6/30/2001	Idaho	6C044300	Families First
9/14/2006	Idaho	6C044300	Families First
8/13/2012	US Dept of Energy	DE-RW0000134	Energy Efficiency upgrades

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 Auditing Office is authorized to destruct the grant 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

Memo

To: BOCC
From: Bannock County Clerk
Date: January 6, 2026
Re: Authorization to destroy documents

The Clerk is requesting authorization from the Bannock County Commissioners to dispose of old agreements according to the records destruction schedule set forth by the Bannock County Clerk's Office.

Documents for disposal include:

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

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 6 and 8, 2026, as approved during the meeting of January 13, 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 6, 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 and Comptroller Kristi Klauser

Agenda Details

AGENDA	
	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"> Ratify signature on Change Order #1 from Idaho Fire and Flood (action item)
3	<ul style="list-style-type: none"> Discussion pertaining to hiring an appraiser for a property with potential executive session under Idaho Code §74-206(1)(c) to acquire an interest in real property not owned by a public agency with possible action following adjournment of Executive Session (requested 5 minutes) (action item)
4	RESOLUTIONS AND ORDINANCES (action items): Resolution No. 2026-1 Approving December 2025 Salaries Resolution No. 2026-2 Approving December 2025 Alcohol Licenses Resolution No. 2026-3 Self- Certification to Increase Micro-Purchase Threshold for Federal Funds Resolution No. 2026-4 Authorizing the Destruction of Records
5	SIGNATURE ONLY (action items): Memo: Authorization to destroy documents Commissioners' Proceedings – December 2025
6	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 December 30, 2025

Meeting Notes

- 9:00 AM Hough called the meeting to order. There were no Indigent cases.
- Moser moved to ratify the change order from Idaho Fire and Flood. The motion passed.

- 3 9:01 AM Bullock suggested hiring a property appraiser for a property the County is interested in purchasing. Klausner reported Dixon has taken care of appraisals in the past and that Dixon does not feel there would be a conflict of interest. Hough moved for the Clerk to order an appraisal up to a cost of \$3,000 and requesting a letter indicating no conflict. The motion passed.
- 4 9:04 AM Moser moved to approve Resolutions 2026-1, 2, 3, and 4. The motion passed.
- 5 9:07 AM Bullock moved to authorize destruction of records and publication of the December Commissioner Proceedings. The motion passed.
- 6 9:07 AM Moser moved to approve consent. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Change order from Idaho Fire and Flood was ratified.	Auditing
Appraisal to be ordered for real estate after declaration regarding conflicts of interest.	Clerk
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 were passed.	Clerk
Request to destruct records authorized.	Clerk/Resolution
December proceedings to be published.	Clerk
Consent agenda items were approved.	Clerk



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, January 8, 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 HR Director Matthew Phillips

Agenda Details

AGENDA	
Work Session and Claims Meeting (action items)	
Agenda:	
1	<ul style="list-style-type: none"> Emma Iannacone, Public Information Officer, providing a recap of PIO Key Performance Indicators for 2025 (requested 10 minutes)
2	<ul style="list-style-type: none"> Discussion about Zoning Ordinances (requested 10 minutes) (action item)
3	<ul style="list-style-type: none"> Discussion pertaining to the Bannock County travel policy (requested 10 minutes) (action item)
4	<ul style="list-style-type: none"> Review and approval of Coroner's Vehicle Emergency Lighting Use Policy (requested 5 minutes) (action item)
5	<ul style="list-style-type: none"> Tour the 2nd floor of the Elections Building (previously the YDC) and discuss future possibilities for that space (potential action item)
6	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

Meeting Notes

- 9:00 AM Hough called the meeting to order and reviewed agenda changes. Iannacone presented key performance indicators and reviewed social media analytics, website activity, email lists, public announcements, and press releases.
9:13 AM Discussions ensued on implementing a weekly Commissioners blog, sharing department wins, repeat website hits, using a thumbnail for YouTube, and disseminating balanced information.

- 2 9:26 AM Planning Director Hal Jensen and Assistant Director Tristan Bourquin appeared. Hough explained after the timeline discussion last week, the Board asked Radford to look into phasing adoption of sections of the ordinance. Radford reviewed that final ordinances are the Commissioners' and the manner for drafting them would be their decision.
- 9:27 AM Bourquin questioned the driving factor to piece meal adoption of the ordinance. Discussion ensued on adopting sections now, amending later, alternative energy, and financial considerations being affected due to the delay.
- 9:31 AM Radford clarified the research done was on order of section adoption. A clunky aspect will be when the renewable energy ordinance is passed, the existing zoning ordinance would have to be amended to be consistent, and same with the subdivision ordinance.
- 9:32 AM Bourquin understood that there are property owners waiting on decisions with their property based on whether the alternative energy ordinance moves forward. Bullock confirmed and reiterated financial concerns, and concerns of being behind all others already allowing alternative energy. Discussion was had regarding representing citizens, the ordinance process, and sections of the ordinance. Bourquin proposed a solution to add Multiple Use zones back and not tackle a mass rezone, and adopt the current map as part of the new ordinance. That would allow moving forward and making amendments as the remaining sections are completed. That would reduce the takings analysis as well.
- 9:40 AM Jensen reviewed the process for Multiple Use zones and difficulties that arise. Jensen relayed they have been working toward a linear document like the building code.
- 9:47 AM Hough pointed out the Comp Plan is a guiding document with goals and is referenced in ordinances, which are the guard rails.
- 9:49 AM Questions arose on what to include in the alternative energy section. 9:53 AM Moser does not want to piece meal; picking and choosing to benefit certain individuals. Hough indicated that nuclear needs added in order to be part of discussions happening at INL. Jensen pointed out the grid is national/international and regulated by government. The Board participates in meetings with energy industries has not been at the forefront of sharing what is known. It's time to get in front of the general public and share the knowledge and why the need is there and what needs to happen in Bannock County and why.
- 10:03 AM Discussions ensued on sections to work on now, timeline proposal disagreements, leaving Multiple Use, and minimizing regulatory takings analysis. Bourquin will put together a revised timeline for Tuesday.
- 3 10:13 AM Bullock discussed the existing travel policy and suggested using the GSA rate each year for mileage reimbursement and for both ways. Klauser reported changes adopted by Commission that have not been updated online. Bullock added concerns for a guest driving a county vehicle and suggested there would be less risk to pay mileage.
- 10:21 AM Phillips explained the County has a permissive use policy that allows others to drive, even for volunteers, with permission and it would be covered. Discussion ensued on restricting drivers under 18, GSA rates, mileage reimbursements for personal vehicles, staff that take vehicles home, and the number of fleet vehicles. The discussion will continue Tuesday.
- 4 10:12 AM Coroner Torey Danner appeared. The emergency lighting use policy has been reviewed by legal. Moser moved to approve the Coroner's Vehicle Emergency Lighting Use Policy. The motion passed.
- 5 Cancelled.
- 6 10:35 AM Hough moved to approve the claims. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Revised ordinance timeline to be drafted for Tuesday.	Planning
Travel policy discussion continued to Tuesday.	Clerk/Commission
Coroner's Vehicle Emergency Lighting Use Policy was approved.	Coroner
Items from the claims agenda were approved.	Clerk/Auditing

- c. Send Draft 3 to Advisory Committee – April 3
- d. Commission Workshop – Mar 10
- e. Planning Council Workshop – Mar 18

- Phase 3: Redrafting After Workshops (Mar 23 – Apr 10)
 - a. Incorporate Planning Council and Commissioner feedback
 - b. Complete takings analysis determinations

- Phase 4: Prepare Public Hearing Draft 4 (Apr 13 – Apr 24)
 - a. Prepare final document
 - Zoning Maps
 - Wildlife Habitat Maps
 - Soils Maps
 - Any other appendices

- Phase 5: Public Hearings Process (Apr 27 – Jun 9)
 - a. Planning Council public hearing – May 13 (Special Meeting)
 - b. Commissioners public hearing – Jun 9
 - Additional hearing(s) if changes are substantial

- Phase 6: Adoption & Publication (Jun 10 – Jul 3)
 - a. Final cleanup edits
 - b. Final legal review
 - c. Preparation of adoption resolution/ordinance package
 - Legal confirmation of resolution/adoption language
 - d. Commission to sign newspaper publication – Jun 23
 - e. Publication in local newspaper - Ordinance becomes effective – Jul 3

Estimated Total Project Duration

If no major rewrites are required and legal review is efficient:

- Best-case total duration: ~6 months
- Worst-case scenario (multiple major revisions): ~9-11 months

4. Potential Risks and Mitigation Strategies

- Legal Challenges – Ensure thorough legal review and alignment with statutory requirements.
- Public Opposition – Conduct transparent communication and public involvement from the start.
- Resource Constraints – Secure adequate funding and staffing support early in the process.
- Approval Delays – Engage key decision-makers early to streamline the review and approval process.
- Implementation Challenges – Develop training programs and clear guidelines for enforcement