



# 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

**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 Sheriff has requested destruction of records that have exceeded their minimum retention according to the retention schedule, or have been scanned and saved to a permanent location; and

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 Sheriff is authorized to destruct the original paper records listed below:

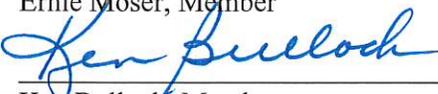
- 20 boxes of booking records from 2025
- 15 boxes of temporary inmate records

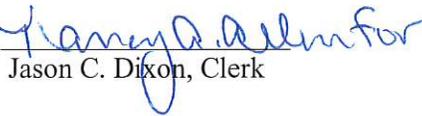
and that such destruction occur under the supervision of the Bannock County Clerk.

BOARD OF BANNOCK COUNTY COMMISSIONERS

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

  
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Ernie Moser, Member

  
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Ken Bullock, Member

ATTEST:   
Jason C. Dixon, Clerk

**RESOLUTION**

WHEREAS, requests for cancellation of taxes were considered on January 20, 2026; and

WHEREAS, these cancellation requests have been reviewed pursuant to Idaho Code §§63-711, 63-1302, 63-1303 and 63-1304;

NOW, THEREFORE, BE IT RESOLVED that the County Tax Collector, Jennifer Clark, is hereby authorized and directed to cancel the following on the tax rolls as listed by year:

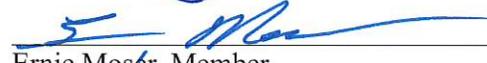
- (1) At the request of Assessor Anita Hymas, in a letter dated January 20, 2026, for cancellation of **market value** for the **2023, 2024, and 2025** tax years.

PARCEL NUMBER	OWNER	EXPLANATION	MARKET VALUE TO CANCEL
<b>2025</b>			
MHMHPGH022101	Muralles Cruz, Cesar A	MH Moved to Jerome County	\$39,613
RPRPCPP158900	State of Idaho	Remove Landfill Fee	\$150
RPR3851009200	North Bannock Fire Dist	Remove Landfill Fee	\$50
RPRPPOC328500	City of Pocatello	Acquired by City	\$98,410
RPRPPOC210000	Bannock County (IHFA)	County Owned	\$100,000
MHMHLLE000801	Hobson, Barry & Edna	HEX not applied on Cat 65	\$9,355
RPRPCPP088700	Luce, Haley	Related Parcel/HEX not applied	\$1,527
LRPB011008200	Clark Radio Electronics	Tower no longer exists	\$19,138
RPRPCPP148000	Ratliff, Gary Brandon	BOE Correction did not get applied	\$337,503
MHMHPFL011405	Harmison, Steven John	HEX Correction	\$37,230
MHMHPB2001706	Casper, Samuel	MH burned cancel 8 months	\$8,520
RPRPRGS000500	Bickley, David Ray	Dev Ex dropped off parcel	\$60,750
RPRPPOC269000	Housing Alliance	Acquired by Housing Alliance	\$18,671
RPRPPOC269100	Housing Alliance	Acquired by Housing Alliance	\$18,883
RPRPPOC269200	Housing Alliance	Acquired by Housing Alliance	\$9,390
RPRPPOC269300	Housing Alliance	Acquired by Housing Alliance	\$17,833
RPRPPOC269400	Housing Alliance	Acquired by Housing Alliance	\$19,371
RPRPPOC269500	Housing Alliance	Acquired by Housing Alliance	\$18,988
RPRPPOC269600	Housing Alliance	Acquired by Housing Alliance	\$18,463
RPRPTRI000200	Housing Alliance	Acquired by Housing Alliance	\$63,149
RPRPTRI000300	Housing Alliance	Acquired by Housing Alliance	\$18,147
RPRPTRI000400	Housing Alliance	Acquired by Housing Alliance	\$18,147
RPRPTRI000500	Housing Alliance	Acquired by Housing Alliance	\$16,130
RPRPTRI000600	Housing Alliance	Acquired by Housing Alliance	\$16,130
RPRPTRI000700	Housing Alliance	Acquired by Housing Alliance	\$18,147
RPRPTRI000800	Housing Alliance	Acquired by Housing Alliance	\$18,147
RPRPTRI000900	Housing Alliance	Acquired by Housing Alliance	\$16,130
RPRPTRI001000	Housing Alliance	Acquired by Housing Alliance	\$16,130
RPRPTRI001100	Housing Alliance	Acquired by Housing Alliance	\$18,147

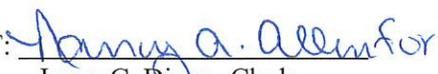
RPRPTRI001200	Housing Alliance	Acquired by Housing Alliance	\$18,147
RPRPTRI001300	Housing Alliance	Acquired by Housing Alliance	\$18,147
<b>2024</b>			
RPRPRGS000500	Bickley, David Ray	Dev Ex dropped off parcel	\$60,750
<b>2023</b>			
RPRPRGS000500	Bickley, David Ray	Dev Ex dropped off parcel	\$60,750

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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 Commissioners' Office has requested destruction of records that have exceeded their minimum retention according to the retention schedule, or have been scanned and saved to a permanent location; and

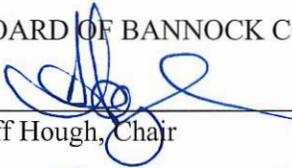
WHEREAS, Idaho Code §31-871(2) states records may only be destroyed by resolution of the Board of County Commissioners after regular audit and upon the advice of the prosecuting attorney;

NOW, THEREFORE, BE IT RESOLVED that the Commissioners' Office is authorized to destruct the original paper records listed below:

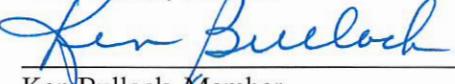
- 1976-1988 legal opinions
- 1994 agreements and miscellaneous documents
- 1995 agreements and miscellaneous documents
- 2001 files and miscellaneous documents
- 2014 agreements and miscellaneous files

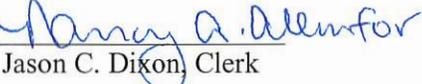
and that such destruction occur under the supervision of the Bannock County Clerk.

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Ken Bullock, Member

ATTEST:   
Jason C. Dixon, Clerk

**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 20 and 22, 2026, as approved during the meeting of February 3, 2026.

BOARD OF BANNOCK COUNTY COMMISSIONERS

  
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Jeff Hough, Chair

  
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Ernie Moser, Member

  
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Ken Bullock, Member

ATTEST:

  
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