



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, March 12, 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, Attorney Jonathan Radford, PIO Emma Iannacone, and Prosecutor Ian Johnson (9:05 am)

Agenda Details

AGENDA	
	Work Session and Claims Meeting (action items)
	Agenda:
1	<ul style="list-style-type: none"> Zach McArthur, a request to discuss obtaining a Certificate of Occupancy (requested 10 minutes) (action item)
2	<ul style="list-style-type: none"> Wes Jones, Office of Emergency Management, providing a quarterly update (requested 10 minutes) (action item)
3	<ul style="list-style-type: none"> Kiel Burmester, Public Works, to discuss a request (1) from USDA to use the grooming shed to store a boat and (2) to allow Wadsworth to dispose of excavation dirt, gravel, and rock from the Inkom Bridge project (requested 10 minutes) (action item)
4	<ul style="list-style-type: none"> Melissa Hartman, Veterans Services, a request to discuss 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 (requested 5 minutes) (action item)
5	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 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 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.
Sarah McArthur also appeared. Mr. McArthur explained they are building a house, but the contractor relationship fell apart due to theft. They began living in the home under a temporary occupancy permit.

The building permit requirements are almost finished with the last to be finished this week. They have reached out to the County to see what needs done to finish up and close on their loan and they have been told they can't do anything as the contractor's name is on the building permit. They cannot change the name to theirs and they cannot file for a new permit. So now they don't know how to get a certificate of occupancy. The McArthurs would like to move forward in good standing. Currently, they are paying \$100/day in interest until the loan closes.

9:04 AM Discussion ensued on terminating the contract. The contractor sent notice for breach of contract for not being paid, but they asked for invoices 8 months ago and the contractor walked off.

9:05 AM Radford reviewed tortious interference of contract for building permits. The temporary occupancy flows from the building permit. The contractor's name is on the building permit so he has interest in that value. If the county intervenes, the contractor can sue. 9:07 AM The McArthurs have put in a complaint to the state contractor's board and feel the contract is null and void. They are experiencing a tangible financial loss. They are being told there is no path forward for them.

9:08 AM Mr. McArthur argued that a permit can be issued to an authorized agent of an owner. Under Idaho law, the owner can terminate the agent. Discussion ensued on renewing the temporary occupancy that is expired, non-enforcement during investigation, obligations, contracts, and building permits. The Board indicated the owners need to resolve the issue with the contractor.

2 Cancelled.

3 9:19 AM Kathy Dahlke, Cole Morrison, and Abbie Broersma also appeared. Broersma reviewed the request for watercraft storage. Burmester recommended space at the grooming building. Morrison will draft an MOU for April-October usage.

9:24 AM Burmester reported that Wadsworth is completing bridge replacements and the company is looking for options to take the gravel they are removing. Burmester suggested the old grooming shack location to level out the property. Bullock moved to get an MOU in place stating the type of material, and staff inspection, upon approval by legal, the Board, and staff. The motion passed.

4 9:31 AM Hartman discussed the timeclock system, punching time, and manual time entry. Dixon reported everyone is required to punch unless approved by an elected or department head for a certain instance. Hartman explained instances that would become work time and punching would not be available. The Board directed that if in the office, to punch in and manually if not. Manual entry is the exception, not the rule.

5 9:53 AM Bullock moved to approve the items on the claims agenda. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Owners seeking certificate of occupancy were directed to resolve the issue regarding the contractor.	Planning
MOU to be prepared to allow USDA to store watercraft at the grooming shed.	Public Works
MOU to be prepared to accept gravel fill from Wadsworth.	Public Works
Board clarified to use time punch when in the office and manual time entry as an exception when not.	Veterans
Items in the claims agenda were approved.	Auditing