



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, March 26, 2026
Commissioners present:	Ernie Moser and Ken Bullock
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	Jeff Hough
Staff present:	Deputy Clerk Nancy Allen, PIO Emma Iannacone, HR Director Matthew Phillips, and Prosecutor Ian Johnson

Agenda Details

AGENDA	
	Work Session and Claims Meeting (action items)
	Agenda:
1	<ul style="list-style-type: none"> Tristan Bourquin, Planning and Development, providing a monthly Planning and Development update (requested 10 minutes) (potential action item)
2	<ul style="list-style-type: none"> Dan Kendall, Buildings and Grounds, providing a monthly update
3	<ul style="list-style-type: none"> Jamie Pehrson, Bannock County Fair, requesting approval of (1) new Fairgrounds Rental Contract with updates from Legal and HR, (2) discussion regarding Fairgrounds rental procedure, (3) seeking approval of 4H contract for use of Exhibit Building with waived fees, (4) seeking approval of contract from Franson Civil Engineers – meets fee schedule, and (5) seeking approval of contract from Downey Elementary PTO – meets fee schedule (requested 15 minutes) (action item)
4	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

- 8:59 AM Moser called the meeting to order. Bourquin gave department updates regarding position changes, city inspections under the contract, joint meeting with the Council, and explained that the ordinance rewrite is four weeks behind schedule. Questions were addressed on takings analysis and the timeline.

- 2 9:09 AM Kendall gave department updates regarding the Ag Extension sewer line, the construction progress on chambers, and the first event at the Exhibit Hall.
- 3 9:28 AM Those present included Scott Crowther, D'Lyn Moser-Evans, Dan Kendall, Alex Hauser, Nikki Ennis, and Cody Miller. Pehrson reviewed the proposed contract template after making changes from legal and HR. Discussion ensued on the contract process, Fair Board signatures vs. Board of Commissioners' signatures, user fees/contract, contract authority, and Idaho codes.
 - 10:19 AM Short notice events can use the template while legal looks through the process. The contract will be modified after an MOU between both boards, and insurance language is modified.
 - 10:27 AM Pehrson reviewed a 4-H waiver request. Bullock moved to waive the fee. The motion passed.
 - 10:28 AM Pehrson reviewed a waiver request for Marsh Valley Homesteaders for 4-H. Moser moved to approve the waived fee. The motion passed.
 - 10:31 AM Pehrson reviewed a contract for Franson Civil Engineers. Bullock moved to approve the contract. The motion passed.
 - 10:34 AM Pehrson reviewed a request for the Downey Elementary PTO fundraiser. Bullock moved to approve the contract conditionally; if the facility is not used, there will be no charge. The motion passed.
 - 10:39 AM Pehrson reviewed a rental agreement for a Missionary farewell. Bullock moved to approve the contract. The motion passed.
- 4 10:43 AM Bullock moved to approve the items in the claims agenda. The motion passed.
 - 10:44 AM Moser moved to enter into executive session under Idaho Code §§ 74-206(1)(a), (b) and (d) for personnel actions or personnel records exempt from disclosure. The motion passed by roll vote.
 - 10:56 AM Moser moved to exit executive session. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Department updates were given from Planning and Development and Facilities/Grounds & Maintenance.	Commission
Contracts for rentals at the Fairgrounds were approved for 4-H Ag Extension, Marsh Valley Homesteaders, Franson Civil Engineers, Downey Elementary PTO, and Missionary farewell.	Fairgrounds
Items in the claims agenda were approved.	Clerk/Auditing/Resolution
Executive session held to consider personnel matters.	Clerk/HR