



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

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| Date of Meeting: | Tuesday, April 7, 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, Prosecutor Ian Johnson, Attorney Jonathan Radford, HR Director Matthew Phillips, and PIO Emma Iannacone |

Agenda Details

| AGENDA | |
|--------|---|
| | Regular Business meeting (action item) |
| | 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"> Matt Olsen, Juvenile Justice, requesting restitution to be waived on case number JV03-23-661 (requested 10 minutes) (action item) |
| 3 | <ul style="list-style-type: none"> Jared Marchand, Courts, seeking approval for use of opioid funds for Bannock County employee training (requested 5 minutes) (action item) |
| 4 | <ul style="list-style-type: none"> Buddy Romriell, Public Works, regarding approval of and signature on Equipment Lease Agreement with Asphalt Equipment Leasing (requested 5 minutes) (action item) |
| 5 | <ul style="list-style-type: none"> Emma Iannacone, Public Information Officer, presenting a proposal for a Standardized Press Release and Digital Communications Approval process (requested 10 minutes) (action item) |
| 6 | <ul style="list-style-type: none"> Discussion about Emergency Management signature authority (action item) |
| 7 | <ul style="list-style-type: none"> Discussion about contributions (potential action item) |
| 8 | <ul style="list-style-type: none"> Jonathan Radford, Prosecutor, seeking to discuss an exceptional placement with possible Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (requested 10 minutes) (action items) |
| 9 | RESOLUTIONS AND ORDINANCES (action items): 2026-20 Approving March 2026 Salaries 2026-21 Approving March 2026 Alcohol Licenses 2026-22 Approving Tax Cancellation Requests 2026-23 Partnership with Cities and PSI Waste Systems for Community Solid Waste Days for Annual Residential Spring Cleaning 2026-24 Accepting the Construction Bond for the Purser Acres Subdivision |
| 10 | SIGNATURE ONLY (action items): Vehicle Purchase Agreement |
| 11 | CONSENT AGENDA (action items): <ul style="list-style-type: none"> Manual Checks Alcohol Licenses and Catering Permits Certificate of Residency Approval 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 Mileage and Travel Approvals Minutes: Approval of and signature on certification for meeting minutes for March 31, 2026 |

Meeting Notes

- 1 9:00 AM Hough called the meeting to order. Community Resources and Advocacy Director Shantal Lauulu presented an application for cremation assistance for case number 20260021. Moser moved to approve case number 20260021. The motion passed.
- 2 9:01 AM Danny Tanner, Juvenile Probation Officer, also appeared. Olsen reviewed a youth on probation that has a balance of \$645 for restitution owed to the County for damage to the Wellness Complex. History of family issues reviewed. Highly unlikely parent will pay and she will become responsible. Made significant changes, but cannot be released if restitution. Requesting if County will waive that to release from probation. Where the victim is county, done a lot and made progress, benefit to not start out adulthood. Was originally over 800. In writing where's she going, what she learned, acknowledge and reflect. Hough moved to waive \$645 restitution requirement and request a letter. The motion passed.
- 3 9:07 AM Marchand requested to use opioid funding to send D6 employees to Boise for a conference. Moser moved to approve the request. The motion passed.
- 4 9:09 AM Romriell requested signature for rental of tanker trailers for road chipping that is done every year for about one month. The cost is approximately \$5,000. Discussion ensued on purchase vs lease. Bullock moved to approve the rental agreement. The motion passed.
- 5 9:11 AM Hough shared he received a phone call from the Sheriff who wanted to publicly express his gratitude for the job Emma did regarding Friday's incident. Iannacone proposed a standardized press release, which has been the practice for the last five years. Options were laid out to avoid a walking quorum. Emergency procedures would bypass the process. Hough moved to adopt option one. The motion passed.
- 6 9:17 AM Emergency Management Assistant Karen Trumbull and Charity Staggs with SICOG appeared. Hough reviewed the need for signing authority for grant reports and a designated point of contact. Bullock moved to approve designating Trumbull as the point of contact. The motion passed.
- 7 9:20 AM Molly Olson, United Way Chief Operations Officer, appeared. Hough reviewed a discussion he had regarding the process United Way uses to administer grants and funds for donating organizations. Olson reviewed the competitive grant process. Discussion ensued on processes, funding, and funds required to be used for specific criteria.
- 8 9:39 AM Hough moved to enter into executive session under Idaho Code §74-206(1)(a) and (b) regarding personnel. The motion passed by roll call vote.
10:31 AM Hough moved to exit executive session. Hough moved to authorize legal and HR to meet with employee as discussed during the executive session and report back on the discussion. The motion passed. Hough moved to authorize exceptional placement for the Prosecutor's Office. The motion passed.
- 9 10:32 AM Bullock moved to approve Resolutions 2026-20, 21, 22, 23, and 24. The motion passed. Moser moved to approve leave without pay requests. The motion passed.
- 10 10:34 AM Moser moved to approve a vehicle purchase. The motion passed.
- 11 10:35 AM Moser moved to approve the items on the consent agenda. The motion passed. Bullock exited.

- 12 10:57 AM Hough and Moser met at the Juvenile Detention Center for an inspection. The Center's director, Seth Scott, and Clerk Dixon were present. Hough called the meeting to order and Dixon began reading the questions from the questionnaire.
- 11:01 AM The group toured the facility. 11:15 AM The tour was completed the questionnaire was completed. Discussions ensued on generator maintenance that is completed annually by an external contractor, and ongoing maintenance and cleaning of the facility.
- The questionnaire was signed by those in attendance and the meeting was adjourned for the day at 11:20 AM.

Action Item Summary

| ACTION/DIRECTION | ASSIGNED TO |
|--|---------------------------|
| Application for cremation assistance was approved for case number 20260021. | Indigent |
| Waived \$645 in restitution from juvenile to allow release from probation before becoming adult. | Juvenile |
| Opioid funds were approved for use to send D6 staff to training. | D6 |
| Equipment Lease Agreement with Asphalt Equipment Leasing was approved. | Public Works |
| Process for standardized press releases and digital communications was approved. | PIO/Resolution |
| New point of contact was designated for Emergency Management contracts. | OEM |
| Following executive session regarding personnel, HR and Legal were authorized to meet with an employee and exceptional placement requests were approved for the Prosecutor's Office. | HR/Legal |
| Resolution Numbers 2026-20 Approving March 2026 Salaries; 2026-21 Approving March 2026 Alcohol Licenses; 2026-22 Approving Tax Cancellation Requests; 2026-23 Partnership with Cities and PSI Waste Systems for Community Solid Waste Days for Annual Residential Spring Cleaning; and 2026-24 Accepting the Construction Bond for the Purser Acres Subdivision were passed. | Clerk |
| Two requests for leave without pay were approved. | HR/Auditing |
| Vehicle purchase request was approved. | Auditing |
| Items on the consent agenda were approved. | Clerk/Auditing/Resolution |
| Inspection of Juvenile Detention Center was completed. | Juvenile |

In the Matter of APPROVING)
MARCH 2026 SALARIES)

R.S. No. 2026-20
 April 7, 2026

RESOLUTION

WHEREAS, salary approval forms, for the month of March 2026, have been submitted for approval by the Board of County Commissioners;

NOW, THEREFORE, BE IT RESOLVED that the following salaries are approved by the Board:

| Date Approved | Name – Position Department – Reason for Change | Effective Date & Salary |
|---------------------------|---|--|
| 03/03/2026 | Sarah Colt – Administrative Assistant Event Center – Replacing Lisa Frisk | 03/16/2026 \$16.07/hour |
| | Kendell Payne – Deputy Detention Division Jail – Replacing Jake Patrick | 03/09/2026 \$23.52/hour |
| | Jason Myers – On-call Juvenile Detention Deputy Juvenile Detention – Part time | 03/16/2026 \$19.68/hour |
| 12/02/2025 (Corrected) | Trevor Fuhriman – Deputy Detention Division Jail – Replacing Michael Sparrow | 12/08/2025 \$23.52/hour |
| (Corrected) | Spencer Lindsey – Law Clerk Prosecutor’s Office – Position requirements | 11/26/2025 \$2,652.92/biweekly |
| 12/30/2025 (Corrected) | Eliza Casper – Intern Juvenile Justice/The Village | 01/05/2026 Intern |
| 03/05/2026 | Alyssa Leavitt – Management Assistant Recording Clerk/Recorder – Replacing Courtney Teuscher | 03/16/2026 \$21.07/hour |
| | Julie Whitworth – CWD Officer Court Marshals – Replacing Brooklyn Ames | 03/14/2026 \$19.30/hour |
| | Dannielle Hester – Admin Asst/Records Sheriff – Replacing Renee Manning | 04/04/2026 \$19.65/hour |
| | Tara Lott – P/T Admin Asst/Records Sheriff – Replacing Julie Whitworth | 03/16/2026 \$17.22/hour |
| 03/19/2026 | Karlie Simons – Classification/Booking Deputy Jail – Dion Lagunas | 03/30/2026 \$18.47/hour |
| 03/24/2026 | Monte Steele – Noxious Weed Control Operator Noxious Weed – Seasonal | 04/06/2026 \$17.73/hour |
| | Enoch Houtz - Noxious Weed Control Operator Noxious Weed – Seasonal | 04/06/2026 \$17.05/hour |
| | Martin Deeg – Mosquito Control Operator Mosquito Abatement – Seasonal | 05/04/2026 \$16.55/hour |
| | Tyler Evans - Mosquito Control Operator Mosquito Abatement – Seasonal | 05/04/2026 \$16.55/hour |
| | Gino Barrett - Mosquito Control Operator Mosquito Abatement – Seasonal | 05/04/2026 \$16.55/hour |

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|------------|--|----------------------------|
| | Janae Penrod – Building Inspector Planning & Development – Replacing Alisa Hymas | 03/30/2026 \$24.11/hour |
| | Brent Jensen – Mechanic 1 Road & Bridge – Replacing T. Garner | 03/30/2026 \$22.54/hour |
| | Chris Shurtliff – FT Juvenile Detention Deputy Juvenile Detention – Completed 1 year and POST | 04/26/2026 \$20.88/hour |
| 03/31/2026 | Sandy Moody – Sr. Administrative Assistant Ag Extension – Replacing JoAnn Agnelli | 04/14/2026 \$17.20/hour |

BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST:



Jason C. Dixon, Clerk

In the Matter of APPROVING)
MARCH 2026 ALCOHOL LICENSES)

R.S. No. 2026-21
April 7, 2026

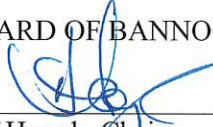
RESOLUTION

WHEREAS, in the month of March 2026, the following applied for the following licenses and have been issued permits by the District Health Department and do not have any disqualifications;

NOW, THEREFORE, BE IT RESOLVED that the following applications for licenses/permits be approved.

| DATE APPROVED | LIC # | TOTAL | OWNER/APPLICANT | DBA/Event |
|----------------------|--------------|--------------|----------------------------------|------------------------|
| 03/05/2026 | ABW2026-001 | \$20.00 | Cameron England | Highland Class Reunion |
| 03/26/2026 | ACP2026-005 | \$20.00 | Jim Dandy Brewing LLC | Grand opening |
| 03/26/2026 | ACP2026-004 | \$60.00 | American Legion Portneuf Post 21 | Bannock County Fair |

BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST: 

Jason C. Dixon, Clerk

RESOLUTION

WHEREAS, a request for cancellation of taxes was considered on March 31, 2026; and


WHEREAS, the cancellation request was 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 the owner, in a meeting held March 31, 2026, for cancellation of **taxes, late fee, interest and costs** for the **2025** tax years.

| PARCEL NUMBER | OWNER | EXPLANATION | VALUE TO CANCEL |
|---------------|----------------------|-------------|-----------------|
| MHMHPCB002300 | Shawn and Susan Clay | Hardship | \$715.34 |

BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST: 

Jason C. Dixon, Clerk

In the Matter of PARTNERING WITH CITIES AND)
PSI WASTE SYSTEMS FOR BANNOCK COUNTY CLEANUP)
DAYS FOR ANNUAL RESIDENTIAL SPRING CLEANING)

R.S. 2026-23
April 7, 2026

RESOLUTION

WHEREAS, Bannock County, in partnership with PSI Waste Systems and the Cities of Chubbuck, Inkom, Lava Hot Springs, Arimo, Downey, and McCammon, offers Landfill fee waivers to residents several days each year to promote residential spring cleanup and beautification; and

WHEREAS, dates are determined by the Solid Waste Department in conjunction with the cities and PSI;

WHEREAS, the City of Inkom and City of Chubbuck provide and transport dumpsters on the specific dates for their residents for which the dumping fee at the Landfill is waived; and

WHEREAS, dumpsters are provided by PSI for the Cities of Lava Hot Springs, Arimo, Downey, and McCammon, and transported by PSI to the Landfill, the cost of which is determined in the spring and, if agreeable for each city and the County, split with the County for that city's dumpster/transport costs, and the dumping fee at the Landfill is waived;


WHEREAS, the County Commissioners have deemed it in the best interest of the citizens of Bannock County to continue the program;

NOW, THEREFORE, BE IT RESOLVED that the Bannock County Cleanup days program be continued annually, that the dumping fees for the agreed upon days be waived, and that the costs for PSI be considered annually and split for each south city if mutually agreed.


BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST: 

Jason C. Dixon, Clerk

In the Matter of ACCEPTING THE)
CONSTRUCTION BOND FOR THE)
PURSER ACRES SUBDIVISION)

R.S. 2026-24
April 7, 2026

RESOLUTION

WHEREAS, JP Rentals, LLC, has proposed a 3-lot open space subdivision with a proposed name of Purser Acres Subdivision; and

WHEREAS, pursuant to Bannock County Subdivision Ordinance 1997-4, Section 304.C, a developer may post a bond with the County sufficient to complete unfinished improvements in order to record the approved plat before improvements are completed; and

WHEREAS, Tanner Purser, Owner, submitted a signed Agreement to Complete Work with a performance bond via a cashier's check in the amount of \$3,300, an amount of 120% of the estimated improvements for asphalt installation for the approach, and a date of May 1, 2027, to have the work completed; and

WHEREAS, the Board of Bannock County Commissioners reviewed said proposal, agreement, and final plat on April 2, 2026.

NOW, THEREFORE, BE IT RESOLVED that the agreement and bond are accepted for Purser Acres Subdivision, thereby allowing the approved plat to be recorded, and that the bond be released pursuant to Ordinance 1997-4, Section 304.C.

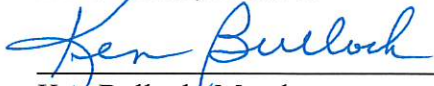
BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair



Ernie Moser, Member



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 March 31, 2026, as approved during the meeting of April 7, 2026.

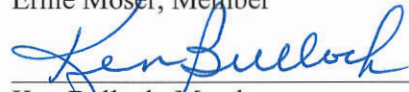
BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST:



Jason C. Dixon, Clerk