



## MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

### Meeting Details

Date of Meeting:	Thursday, May 14, 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, Deputy Prosecutor Jonathan Radford, and HR Director Matthew Phillips

### Agenda Details

AGENDA	
Work Session and Claims Meeting (action items)	
<b>Agenda:</b>	
1	<ul style="list-style-type: none"> <li>Dan Kendall, Buildings and Grounds, providing a monthly update</li> </ul>
2	<ul style="list-style-type: none"> <li>Alisse Foster, Planning and Development, seeking review of and potential signature on final plat for Tom's Hollow Subdivision (requested 5 minutes) (action item)</li> </ul>
3	<ul style="list-style-type: none"> <li>Kristi Klauser, Auditing, requesting approval of Easy Pay Merchant Processing Application and authority for the Comptroller and Treasurer to complete online application on behalf of the County (requested 5 minutes) (action item)</li> </ul>
4	<ul style="list-style-type: none"> <li><del>Ken Bullock, Commission, discussion on funding non-profits</del></li> </ul>
5	<ul style="list-style-type: none"> <li>Scott Crowther, Event Center/Wellness Complex, requesting to (1) discuss potential parking lot expansion at the Wellness Complex, and (2) discussion pertaining to a Sponsorship Agreement with possible Executive Session under Idaho Code §74-2026(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 and/or (f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement with potential action following adjournment of Executive Session (requested 5 minutes) (action item)</li> </ul>
6	<ul style="list-style-type: none"> <li>Matthew K. Phillips, Human Resources/Risk Management, seeking a discussion related to ancillary alcohol and event ancillary insurance coverage with possible Executive Session under Idaho Code §74-206(1)(i) to engage in communications with a representative of the public agency's risk manager or insurance provider to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed. The mere presence of a representative of the public agency's risk manager or insurance provider at an executive session does not satisfy this requirement with potential action following adjournment of Executive Session (requested 5 minutes) (action item)</li> </ul>
7	<ul style="list-style-type: none"> <li>Buddy Romriell, Mosquito Abatement, regarding (1) approval of and signature on grant application through the State of Idaho for West Nile Surveillance and mosquito vector control, and (2) potential Executive Session to discuss exceptional placement under Idaho Code §§74-206(1)(a) &amp; (b) regarding personnel with potential action following adjournment of Executive Session (requested 5 minutes) (action item)</li> </ul>
8	<ul style="list-style-type: none"> <li>(AMENDED to include) signature on Resolution 2026-34 Declaration of Drought Emergency</li> </ul>
9	<b>Claims Agenda:</b> <ul style="list-style-type: none"> <li>Board of Ambulance District: Invoices and Commissioner Report</li> <li>Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications</li> </ul>

- 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

- 1 9:03 AM Hough called the meeting to order. Bullock moved to approve the amended agenda. The motion passed. Kendall gave updates on projects at the YDC, Annex, The Village, Juvenile Probation, Ag Extension, Courthouse parking lot, Chambers, Exhibit Building, and scale house.
- 2 9:16 AM Foster reviewed the replat that is a boundary line adjustment for Tom's Hollow Subdivision. There were no concerns in council's proceedings. Moser moved to approve the plat adjustment and signature. The motion passed.
- 3 9:14 AM Klauser requested approval of Easy Pay Merchant Processing application for D6 to use for their billing and requested authorization to complete the online application. Most fees are passed on to the user, but there will be a monthly fee. Hough moved to approve the request and authorize the Comptroller and/or Treasurer to sign electronically as needed. The motion passed.
- 4 Cancelled.
- 5 9:18 AM Facilities Director Dan Kendall and Public Works Director Kiel Burmester also appeared. Crowther reviewed a sponsorship agreement with Nucleane wherein they donate evening cleaning services and receive concert tickets. Staff clean every morning and restock. Major issues happen every day. Vandalism examples were reviewed. Moser moved to approve the contract. The motion passed.  
9:30 AM Crowther explained the need for additional parking for events, such as Friday nights with concerts and football. The contract with Idaho Power for their parking lot is looking to be an expensive investment on someone else's property. The proposal is to reconfigure the walking path north of the soccer fields, which can fit 460 parking stalls. When the idea was pitched to the Health Trust, they wanted to see an architectural concept. The Health Trust board is currently looking it over.  
9:34 AM Kendall reported it is hard to tell a lot from a concept drawing. He priced the worst-case scenario for light poles, running power, curbs, sidewalks, fencing adjustments, engineering, at \$3 million. Burmester's reviewed the concept briefly and suggested phasing. He reviewed options of using a contractor or a mix of contractor/staff portions. Just to get the project in the gravel stage would be about \$144,000 just for three-quarter. 9:47 AM Discussion ensued on phases and funding options. The Board directed the group to come back with a plan and estimate a price tag.
- 6 10:03 AM Phillips reviewed special events and alcohol liability insurance costs and that is will be more economical to write separate policies.
- 7 9:55 AM Romriell reviewed a mosquito abatement funding opportunity. Moser moved to approve applying for the grant. The motion passed.  
10:07 AM Hough moved to enter into executive session under Idaho Code §§74-206(1)(a) & (b) regarding personnel. The motion passed by roll call vote.  
10:30 AM Hough moved to exit executive session. The motion passed.
- 8 10:02 AM Radford explained a drought has already been declared, but in terms of a local disaster emergency, that will authorize expenditures for emergency resources, alleviate following the procurement

process for items related to dealing with an emergency, and give eligibility for federal funding that might become available. Bullock moved to approve Resolution 2026-34. The motion passed.

- 9 10:30 AM Discussion ensued on hiring announcements of Andy Iverson, Braeden Clayson, and Todd Mauger. Discussion ensued on purchasing a snowmobile and secure rural school funds. Moser moved to approve the claims agenda. The motion passed.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Amended agenda was approved.	Clerk
Final plat for Tom’s Hollow Subdivision was approved.	Planning
Comptroller and Treasurer approved to complete online application with Easy Pay Merchant Processing for D6.	Auditing/Treasurer
Phases for parking lot concept plan and cost estimates to be put together and brought back in a few weeks.	Facilities/Parks & Rec/ Public Works
Application for Idaho West Nile Surveillance and Mosquito Vector Control funding was approved.	Grant Team/Mosquito
Resolution No. 2026-34 Declaration of Drought Emergency was passed.	Clerk
Items on the claims agenda were approved.	Auditing/Resolution

In the Matter of DECLARATION )  
OF DROUGHT EMERGENCY )

R.S. No. 2026-34  
May 14, 2026

**RESOLUTION**

WHEREAS, the peak snow water equivalent (SWE) in almost all water basins in Idaho registered below the 20<sup>th</sup> percentile on SNOTEL indices, indicating moderate to exceptional drought conditions; and

WHEREAS, Governor Brad Little and Department of Water Resources Director Mathew Weaver have signed an Order Declaring Drought Emergency for all of Idaho; and

WHEREAS, Idaho Code §31-828 authorizes the County Commissioners to perform all acts that may be necessary to the full discharge of the duties of the chief executive authority of the County Government; and

WHEREAS, Idaho Code §46-1011 provides that the Bannock County Commissioners may declare a local disaster emergency in excess of seven days; and

WHEREAS, pursuant to Idaho Code §46-1002, “disaster” means: “occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made cause...” and “emergency” means: “occurrence or imminent threat of a disaster or condition threatening life or property that requires state emergency assistance to supplement local efforts to save lives and protect property or to avert or lessen the threat of a disaster;” and

WHEREAS, based upon all information available and the historic well-below normal snowpack levels, the Board finds that the current low water levels pose an imminent threat of drought-like conditions, potential economic losses, and a disaster to agriculture in Bannock County, which constitutes an emergency as defined in Idaho Code §46-1002.

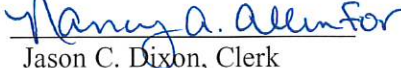
NOW, THEREFORE, BE IT RESOLVED that under Idaho Code §46-1011, the Board hereby declares that a local disaster emergency exists in Bannock County due to drought conditions, and shall remain in effect until the Winter of 2026, or until otherwise terminated by resolution, whichever occurs sooner. Bannock County requests assistance from all other entities and resources, including but not limited to the State of Idaho and the federal Government and their respective agencies.

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:   
Jason C. Dixon, Clerk