MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Tuesday, September 15, 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, and Civil Deputy Prosecutor Sean Bowen

Agenda Details

	AGENDA
	Business Meeting (action items) **Agenda:**
1	• 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	• Torey Danner, Coroner, review of and signature on Agreement for Pathology Services between Bannock County and Ada County (requested 5 minutes) (action item)
3	• Signature requested from Seth Scott for a rental agreement to procure a scissor lift to replace a ceiling tile at the Juvenile Detention Center (signature only) (action item)
4	• Nancy Allen and Tadd Green, seeking permission to apply for the 2026 Edward Byrne Memorial Justice Assistance Grant and authorization for electronic applications as well as signature on an MOU with the City of Pocatello (requested 5 minutes) (action item)
5	• (AMENDED) Buddy Romriell, requesting approval to purchase a used Freightliner Roll-Off Truck through Diesel Depot (requested 5 minutes) (action item)
6	• Approval of the Bannock County Board of Commissioners Quarterly Jail Inspection report executed on September 8, 2026, per Idaho Code §20-622 (action item)
7	**RESOLUTIONS AND ORDINANCES (action items):** • Resolution No. 2026-63 Upholding Denial of Peck Variance Application – Findings of Fact and Conclusions of Law • Resolution No. 2026-64 Designating County Roads for State Reimbursement – Dundee Drive • Resolution No. 2026-65 Adopting Bannock County Volunteer Board Member Policy
8	**SIGNATURE ONLY (action items):** • Purchase Quote/Equipment and Software Maintenance – Pitney Bowes • ~~Cooperative Agreement for University of Idaho Extension Programs~~
9	**CONSENT AGENDA (action items):** • 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 September 8 and 10, 2026

Meeting Notes

1 9:02 AM Hough called the meeting to order. Moser moved to approve the amended agenda. The motion passed. There were no applications for cremation assistance for consideration.

2 9:02 AM Danner explained the contract has a one changes recommended by legal staff. Bowen reviewed a change to the contract terms regarding indemnification. Bullock moved to approve the contract and, upon recommendation of legal counsel, to make changes as stated. The motion passed.

3 9:04 AM Hough reviewed the need to rent a scissor left last week and that he authorized it, so this is to ratify the rental. Klauser requested notification for this type of event in the future as items are required to be insured. Moser moved to ratify the agreement. The motion passed.

4 9:05 AM Allen requested permission to apply online for the JAG grant and signature on the MOU and certifications that will be included. Bullock moved to sign the MOU and authorize the grant process to move forward. The motion passed.

5 9:07 AM Business Manager and Event Director Scott Crowther and Public Works Director Kiel Burmester also appeared. Romriell explained he's been looking for a roll off truck for Event Center for several months now and finally found one. It has low hours as a used unit. The price is a little more than originally approved with the insurance funds. Klauser reviewed the funding options of contingency or operations. It will be a rush to get it delivered by the end of the fiscal year. Moser moved to approve the purchase from contingency per the explanation. The motion passed. Discussion ensued on budget authority.

6 9:14 AM Hough moved to approve the quarterly jail inspection report. The motion passed.

7 9:14 AM Bullock moved to approve Resolution Nos. 2026-63, 64, and 65. The motion passed.

8 9:15 AM Moser moved to approve signature on the agreement with Pitney Bowes. The motion passed.

9 9:15 AM Bullock moved to approve the items on the consent agenda. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Amended agenda was approved.	Clerk
Agreement for Pathology Services with Ada County was approved with modifications to indemnification clauses.	Coroner
Rental agreement for scissor lift was ratified.	Juvenile
MOU with City of Pocatello, Certifications, and applying for 2026 Justice Assistance Grant were approved.	Sheriff/Grant Team
Purchase of a used roll-off truck was approved with the excess of budgeted funds to be paid from contingency.	Public Works/Parks & Rec/Auditing
Quarterly jail inspection report was approved.	Sheriff
Resolution Nos. 2026-63 Upholding Denial of Peck Variance Application – Findings of Fact and Conclusions of Law; 2026-64 Designating County Roads for State Reimbursement – Dundee Drive; and 2026-65 Adopting Bannock County Volunteer Board Member Policy were passed.	Clerk
Purchase Quote/Equipment and Software Maintenance Agreement with Pitney Bowes was approved.	Auditing
Items on the consent agenda were approved.	Auditing/Clerk/Resolution

Instrument # 22611439
Bannock County, Pocatello, Idaho
09/15/2026 01:08:53 PM No. of Pages: 2
Recorded for: BANNOCK COUNTY
Jason C. Dixon Fee: $0.00
Deputy: aleavitt

In the Matter of UPHOLDING PLANNING COUNCIL'S DENIAL OF PECK VARIANCE PERMIT APPLICATION))

R.S. No. 2026-63
September 15, 2026

RESOLUTION

WHEREAS, an appeal of the Findings and Order (Instrument No. 22608607) of the Bannock County Planning and Development Council, hereinafter referred to as "Council," regarding the denial of a variance permit for Applicants Alan and Susan Peck to allow a variance of the required right-of-way access easement through Lot 9 rather than Lot 8 and a variance from the subdivision open space requirement; and

WHEREAS, this Board having reviewed the file and evidence presented, hereby makes the following findings and conclusions:

FINDINGS OF FACT, CONCLUSIONS OF LAW, AND DECISION

APPLICANT(S): Owners Alan and Susan Peck

TYPE OF APPLICATION: Variance

APPELLANT: Jared Fluckiger

PARCEL NUMBERS AND LOCATION: The parcel number is RPRRCV1000901.

FINDINGS OF FACT

1. The Council denied the variance permit application that was submitted on May 29, 2026, at their public hearing held on July 15, 2026.

2. A written decision denying the application for a CUP was signed by the Council Chair on July 15, 2026, and recorded on July 16, 2026, with the required findings for a variance permit listed therein (Instrument No. 22608607).

3. An appeal of Council's decision was filed on July 24, 2026, by Jared Fluckiger.

4. This Board conducted an "on the record review" of the Council's Findings and Order denying the Applicant's variance application on September 8, 2026, pursuant to Bannock County Zoning Ordinance 1998-1, Section 550(C).

5. This Board upheld the Council's decision after reviewing the record.

CONCLUSIONS OF LAW

1. The criteria for approving a variance permit are found in Section 540.4 of Zoning Ordinance 1998-1 and should be reviewed by the Council.

2. The Board of Bannock County Commissioners is authorized to conduct a review of the record when an appeal is filed, pursuant to Zoning Ordinance 1998-1, Section 550(C).

3. Section 550.1 of Zoning Ordinance 1998-1 provides that any person affected by this decision may request a reconsideration of the appeal decision of the Board of Bannock County Commissioners within 14 days, specifying deficiencies in the decision. A written decision should be sent to the affected person within 60 days, or it is deemed denied.

DECISION

This Board concludes, based on the foregoing Findings of Fact and Conclusions of Law, that the Council considered the standards and criteria in the 2025 Bannock County Comprehensive Plan and Zoning Ordinance 1998-1 for approving a variance permit, and that no deficiency exists in their procedures.

NOW, THEREFORE, BE IT RESOLVED, that the decision of the Council to deny the variance application filed by Alan and Susan Peck is upheld.

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Member

Ken Bullock, Member

ATTEST: _____
Jason C. Dixon, Clerk

Instrument # 22611440
Bannock County, Pocatello, Idaho
09/15/2026 01:08:53 PM No. of Pages: 2
Recorded for: BANNOCK COUNTY
Jason C. Dixon Fee: $0.00
Deputy: aleavitt

In the Matter of DESIGNATING)
COUNTY ROADS FOR STATE REIMBURSEMENT)

R.S. No. 2026-64
September 15, 2026

RESOLUTION

WHEREAS, the following road(s) has/have been constructed to meet Bannock County Road and Bridge standards, is/are paved, and in good condition:

Road	Length	Location
Dundee Drive	1257 feet	2 ½ Mile Rd west of I-15

and

WHEREAS, County Public Works Director Kiel Burmester has recommended it being in the best interest of Bannock County to add said road(s) to the County road system at this time; and

WHEREAS, Bannock County wishes to start receiving reimbursement from the Idaho Transportation Department for the total mileage added to the County road maintenance system; and

WHEREAS, in order to receive reimbursement, Bannock County must identify additions to the County road system and officially place them on the Bannock County road maintenance system;

NOW, THEREFORE, BE IT RESOLVED that the above-stated roads are hereby identified as County roads and will be officially placed on the Bannock County road maintenance system.

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Member

Ken Bullock, Member

ATTEST:

Jason C. Dixon, Clerk

Spring Creek Homes LLC and BKKP Properties LLC
13104 W Tyhee Rd.
Pocatello, ID 83202

September 2, 2026

Bannock County Commission
624 E Center St, Rm 101
Pocatello, ID 83201

RE: Road Dedication — Deeter Ridge Estates

Bannock County Commissioners,

Spring Creek Homes LLC and BKKP Properties LLC have completed the construction and platting of Deeter Ridge Estates Subdivision. The following road has been improved to meet Bannock County Road and Bridge standards:

Road	Length	Location
Dundee Drive	1257 feet	2 ½ Mile Rd west of I-15

We have consulted with the County Public Works Director, Kiel Burmester for review. Spring Creek Homes LLC and BKKP Properties LLC are requesting Bannock County add these roads to the county road system at this time.

Respectfully submitted,

Nick Jenson, Managing Member
Spring Creek Homes LLC

In the Matter of ADOPTING VOLUNTEER)
BOARD MEMBER APPLICATION,)
REAPPOINTMENT, OR RENEWAL POLICY)

R.S. No. 2026-65
September 15, 2026

RESOLUTION

WHEREAS, pursuant to Idaho Code §31-714, the Board of Bannock County Commissioners has the authority to enact certain policies; and

WHEREAS, Bannock County has created a policy to set in place guidelines for volunteer board/committee/commission applications, reappointments, and/or renewals; and

WHEREAS, on September 10, 2026, the Board took such Bannock County Volunteer Board Member Application, And/or Reappointment or Renewal Policy into consideration and voted to adopt the policy.

NOW THEREFORE, BE IT RESOLVED that the Bannock County Volunteer Board Member Application, And/or Reappointment or Renewal Policy is hereby adopted and shall be effective immediately.

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Member

Ken Bullock, Member

ATTEST: _____
Jason C. Dixon, Clerk

Bannock County Volunteer Board Member Application, And/or Reappointment or Renewal Policy

Policy owner	Board of Bannock County Commissioners
Applies to	County-appointed volunteer committees, commissions, councils, and boards
Adopted	9/15/2026 _____
Effective	9/15/2026 _____
Resolution no.	2026-65_____

1. Purpose

This policy establishes a consistent process for appointing or reappointing volunteer board members, while preserving the Appointing Authority's discretion.

2. Scope and controlling authority

This policy applies to applicants and volunteer members of county advisory boards appointed by the Bannock County Board of Commissioners, unless applicable law or another governing instrument requires a different process. Appointing Authority prevails in a conflict.

Appointing Authority heretofore refers to the Bannock County Board of Commissioners, unless applicable law or another governing instrument supersedes authority.

This policy does not guarantee reappointment or continued service, nor does it alter existing qualification requirements, term limits, residency rules, removal authority, or holdover provisions.

3. Policy Overview

Application Requirements

- **New Applicants:** Must submit standard Application for Bannock County Committees, Commissions, Councils and Boards for the target committee, commission, council or board
- **Incumbents:** Must complete an approved renewal path listed below before their term expires.

The Appointing Authority may appoint, re-appoint, interview, select a different applicant, reopen recruitment, or leave the position vacant if deemed necessary.

4. Application and renewal paths

General application

General applicants applying for an open position must submit the current Application for Bannock County Committees, Commissions, Councils and Boards by the published deadline (when applicable). Applicants may be screened and interviewed based on the position's qualifications and the County's selection process. Submission of an application does not guarantee an interview or appointment.

Reappointment Requests and Applications

Path A — Letter of intent and streamlined consideration

Within the timelines listed below, current member may submit a signed letter of intent to commission@bannockcounty.gov that:

identifies the board they are on and their expiring term;
states the member's wish and ability to continue serving;
summarizes contributions and priorities;
discloses conflicts and eligibility changes; and
confirms or updates information previously given to the County.

The letter is only a request for consideration. Commission staff may review attendance, participation, conduct, training, qualifications, conflicts, and board needs. The Appointing Authority may act without a new interview or require Path B.

Path B — Application and competitive reconsideration

An existing member may submit the current County application and complete the same screening and interview process used for general applicants. Path B is required when:

the member chooses it;
law or another governing instrument requires it;
the member did not submit a complete, timely letter of intent under path A;
eligibility, attendance, performance, or conflicts require more review; or
the Appointing Authority or its county designee determines it serves the public interest.

Incumbents and new applicants will be judged under the same published qualifications. Prior service and performance may be considered.

5. Notice and timelines

Unless a different deadline is required by Appointing Authority, the following schedule applies to existing board members:

Timing	Action
At least 60 days before term end	County assigned staff member informs board member of the expiration date, renewal options, deadline, and current application.
At least 45 days before term end	The current member submits a complete letter of intent or application to commission@bannockcounty.gov. The County may accept late materials when legally permitted.
Before the new term begins	Commission staff reviews applications, assists in scheduling interviews, and prepares the new oath for swearing in. The Appointing Authority acts on a properly noticed agenda as required by law.

Applicants using Path B must follow the deadlines listed in the recruitment notice. New applicants may be evaluated alongside current members' letters of intent or renewal applications.

6. Review and decision

Commission office staff will verify completeness and eligibility, then forward qualified applications and renewal submissions along with relevant service information to the Appointing Authority. Relevant service information may include:

required qualifications;

attendance, preparation, participation, conduct, and policy compliance;
skills, experience, perspective, and board needs;
conflicts and ability to serve the public interest; and
continuity and opportunities for broader community participation;
the Appointing Authority may choose to conduct background screening(s) as they deem necessary before or after the appointment.

The Appointing Authority's final decision must be recorded in an open meeting. A decision not to appoint or reappoint is not disciplinary and requires no finding of cause unless controlling law says otherwise.

7. Reappointment and oath

Service begins only after formal appointment or reappointment and completion of all prerequisites. A reappointed member must take a new oath before serving when required by law or the body's Appointing Authority. The oath must follow applicable form, administration, timing, and filing rules.

8. Failure to act; vacancy; holdover

A member who completes neither path on time will be treated as not seeking another term unless the County grants an extension or controlling law permits holdover service. No member may continue after term expiration without approval of the Appointing Authority.

9. Records, confidentiality, and equal opportunity

The County will retain and disclose renewal records as required by Idaho law and County policy. Submitted materials may be public records, excluding personally identifiable information as determined by County Council. The County will apply this policy consistently and provide accommodations consistent with applicable laws.

10. Administration and exceptions

The Commissioners' Office staff manages notices, forms, deadlines, and agendas. Before adopting or waiving any procedure, the Appointing Authority should consult the Prosecuting Attorney regarding requirements specific to the appointing body. Any legally permitted waiver should be documented.

11. Drafting sources

County form. Bannock County's existing volunteer-board application states that appointments should serve the County's public interest and represent a broad cross-section of the community; it also warns that application materials may become public records. Current form: https://www.bannockcounty.us/wp-content/uploads/2022/01/Application-for-Volunteer-Committee-or-Board-fillable.pdf

Oath statutes. Idaho Code title 59, chapter 4, contains the general oath provisions for officers, including §§ 59-401 through 59-405. Official Idaho statutory text should be checked immediately before adoption: https://legislature.idaho.gov/statutesrules/idstat/Title59/T59CH4/

Appendix A — Letter of Intent Template

Use this template for Path A. Attach additional pages if needed.

Date: _____

To: Bannock County Board of Commissioners

_____

From: _____

Board / committee / commission: _____

Current term expiration date: _____

Request

I request consideration for reappointment to another term on the body identified above. I understand that this letter does not guarantee reappointment and that the Board of County Commissioners may require full application and interview.

Service and future priorities

Key contributions during my current term: _____

Priorities or goals for a renewed term: _____

Confirmations

- ☐ I remain willing and able to fulfill meeting, preparation, training, ethics, disclosure, and other position requirements.
- ☐ I remain eligible under the requirements applicable to this position.
- ☐ My prior application information remains accurate except for the updates listed below.
- ☐ I have disclosed below any actual, potential, or perceived conflict of interest.

Updates or disclosures (write "none" if none): _____

Member signature: _____

Printed name: _____

Appendix B — Administrative Checklist

- ☐ Confirm governing authority, term, qualifications, term limits, vacancy rules, and oath requirements.
- ☐ Send written notice and the current application at least 60 days before term end.
- ☐ Date-stamp and review the letter or application.
- ☐ Check eligibility, attendance, training, disclosures, and conflicts.
- ☐ Select Path A review or Path B interview.
- ☐ Place the decision on a properly noticed agenda and record the action.
- ☐ Issue written notice of appointment and term dates.
- ☐ Administer and file a new oath when required.
- ☐ Update rosters, training, and retention files.

Adoption

Adopted by the Board of Bannock County Commissioners in an open meeting on September 15, 2026, effective September 15, 2026.

BANNOCK COUNTY BOARD OF COMMISSIONERS
Chair signature: _____

Printed name: Jeff Hough

Commissioner signature: _____

Printed name: Ernie Moser

Commissioner signature: _____

Printed name: Ken Bullock

ATTEST:

Clerk: _____

Date: 9/15/26

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 September 8 and 10, 2026, as approved during the meeting of September 15, 2026.

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Member

Ken Bullock, Member

ATTEST:

Jason C. Dixon, Clerk