



# Cassia County Board of Commissioners SPECIAL MEETING MINUTES

Tuesday, June 21, 2022

Cassia County Courthouse ▪ Commission Chambers  
1459 Overland Ave ▪ Room 206 ▪ Burley ID 83318

9:00 AM

The Cassia County Board of Commissioners met today at the place and time as posted by agenda pursuant to Idaho Code § 74-204 for Open Meetings Law.

## **ACTION AGENDA ITEMS**

- 1) 9:03 AM Call to order
- 2) Pledge of Allegiance and prayer
- 3) 9:05 AM Roll call

### **Roll Call.**

**Present:** Leonard M. Beck - Chair, Kent R. Searle - Member, Bob Kunau - Member, Kerry McMurray - Assistant to Board (Not voting), Cally Velasquez - Deputy Clerk (Not voting).

- 4) 9:05 AM Calendar, meetings, committee reports, and correspondence were reviewed.
  - a) 6/22/2022 South Central Community Action Partnership meeting via Zoom at 12:00 PM Kunau
  - b) 6/24/2022 Meeting with IT and ETS at 11:00 AM Searle
  - c) 6/25/2022 Amateur Radio Field Day Searle

9:10 AM Prosecutor Larsen entered the meeting.

- 5) 9:13 AM Approve payables for 6/21/2022

9:13 AM **Motion and Action:** Approve payables as presented on 6/21/2022, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member.  
Motion passed unanimously.

- 6) 9:14 AM Approve minutes from 6/13/2022

9:14 AM **Motion and Action:** Approve minutes from 6/13/2022 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member  
Motion passed unanimously.

- 7) 9:16 AM Review and approval of Alcoholic Beverage License requests, including but not limited to the following:
  - a) 610 - Draft/Bottled/Canned Beer ON premises, Retail Wine, Wine by the Drink, Burley Liquor License
  - b) Burley Trap Club - Bottled/Canned Beer ON premises
  - c) Hansen's Hub - Bottled/Canned Beer OFF premises
  - d) Malta Fuel - Bottled/Canned Beer OFF premises
  - e) Skyline Bar - Bottled/Canned Beer OFF and ON premises, Wine by the Drink
  - f) Unit 54 - Bottled/Canned Beer OFF premises

**CASSIA COUNTY COMMISSION**  
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**Instrument # 2022003060**

BURLEY, CASSIA, IDAHO

7-8-2022 03:25:40 PM No. of Pages: 8

Recorded for : CASSIA COUNTY COMMISSIONERS

JOSEPH LARSEN

Fee: 0.00

Ex-Officio Recorder Deputy

Index to: COMMISSIONERS MINUTES

EV

9:16 AM **Motion and Action:** Enter Alcoholic Beverage License hearing, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.

Motion passed unanimously.

9:21 AM **Motion and Action:** Approve Alcoholic Beverage License requests as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member

Motion passed unanimously.

9:26 AM **Motion and Action:** Exit Alcoholic Beverage License hearing, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member

Motion passed unanimously.

8) 9:26 AM Personnel Matters - Change of Status Requests

- a) MCCJC - Anthony Tanore - Sr. Deputy to Corporal - Promotion
- b) MCCJC - McKenna Cleverley - Detention deputy (uncertified) - new hire
- c) CCSO - Trevor Downey - certified Patrol Deputy (City) - new hire

9:27 AM **Motion and Action:** Approve Change of Status Requests as presented **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member.

Motion passed unanimously.

9) 9:39 AM Executive Session

9:40 AM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider personnel issues, Idaho Code § 74-206 (1) (d) to consider records that are exempt from public disclosure, and Idaho Code § 74-206 (1) (f) to communicate with legal counsel regarding pending/imminently-likely litigation, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member.

**Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 3).

**Yes:** Kent R. Searle - Member, Bob Kunau - Member, Leonard M. Beck - Chair.

10:44 AM Upon exit of Executive Session, the matters discussed were taken under advisement.

10:44 AM **Motion and Action:** Approve recommendations of the Social Services Director regarding indigent matters, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member.

Motion passed unanimously.

10) 10:45 AM Review letter from Classic Air Medical and consider their request to become a member the RMSB Committee – Searle

- a) Commissioner Searle reviewed the request from Classic Air Medical.
- b) Matter to be considered at a future date once more information has been obtained.

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11) 10:55 AM Consider response to BLM on Jim Sage Permit Renewal proposal - Searle

11:04 AM **Motion and Action:** Approve signing letter of support as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member

Motion passed unanimously.

12) 11:05 AM Discuss Minidoka County proposed relocation and rental of a facility for the Mini-Cassia Juvenile Probation Office – Searle

- a) Minidoka County proposed to move both Counties' Juvenile Probation Offices to an office in Heyburn with the rent being \$5,000.00 per month.
- b) The Board saw no reason or immediate need to move Cassia County's juvenile probation office at this time. They proposed discussing their position at the next joint meeting on 7/18/2022.

13) 11:12 AM Discuss 2<sup>nd</sup> Level and above conflict public defender hourly rate of pay adjustment - Searle

11:17 AM **Motion and Action:** Approve increasing the rate of pay from \$65.00/hr. to \$85.00/hr. for 2<sup>nd</sup> level and higher conflict public defender as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.

Motion passed unanimously.

14) 11:19 AM Discuss Public Auction Website and payment issues – Kunau

- a) Commissioner Kunau expressed concern that the public auction website the County uses had delayed the payment of a vehicle sold in May.
- b) It was discovered that whoever set up the County's profile had set a waiting period of 30 days before the company issued checks. This, on top of the company only issuing checks at the beginning of each month, compounded the delay so that the County will not see payment until after 7/4/2022.
- c) Commissioner Beck decided to follow up with Mr. Burgess on the waiting period to remedy the issue and would report his findings next week.

15) 11:24 AM Consider transfer of 2013 GMC pickup from Sheriff's Dept. to Road & Bridge Dept. - Beck

- a) Commissioner Beck reported that the Road & Bridge Department would like to pursue the transfer of the vehicle to their department.
- b) Deputy Auditor Evans reported on a phone call she had with the outside auditor on how to transfer that vehicle so that the sheriff's office would still receive payment for the vehicle. The outside auditor advised that the Road & Bridge department should write a check to the Justice fund and those revenues be recognized as unscheduled revenue for the sale of County property.
- c) The trade-in value quoted by Young Automotive was approximately \$19,000.00.

16) 11:35 AM Budget review and/or discussion

- a) Deputy Auditor Evans reported on the progress of the Auditor's office in finalizing budget numbers with regards to bonuses being prorated for part time employees, with wrapping up the indigent services budget, and in separating fuel expenses from auto purchases in some departmental budget lines to conform across the board.

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- b) The Board still needed to discuss the extra staffing requests from the Assessor's Office and from Buildings & Grounds. Another outlier mentioned was the Board's decision on the County payment portion for insurance.
- c) The Board recommended a \$2.00 increase in the salary of both IT officers, to be effective as soon as possible.

17) 11:48 AM Executive Session

11:48 AM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (i) to communicate with risk manager/insurer regarding pending/imminently-likely claims, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member.

**Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 3).

**Yes:** Kent R. Searle - Member, Bob Kunau - Member, Leonard M. Beck - Chair.

12:11 PM Upon Exit of Executive Session, the matters discussed were taken under advisement.

**SCHEDULED ACTION AGENDA ITEMS**

18) 9:29 AM Review and consider contract updates for medical and dental services at the MCCJC – Renz

- a) The current medical contract is set to expire 9/30/2022. The new contract presented before the Board is for an additional two years with Sawtooth Correctional Medicine.
- b) The service provider is requesting a one-time 7.5% increase in the annual contractual amount. It would go from \$300,000.00 to \$322,500.00 for both fiscal years 2023 and 2024. The contract includes a mental health professional also.
- c) The MCCJC had included this increase in their budget proposal for FY2023.

9:34 AM **Motion and Action:** Approve signing the MCCJC Medical Services Contract with Sawtooth Medical as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.

Motion passed unanimously.

- d) The built-in increase for the year-to-year contract for dental services was 2.5%. Dr. Wright requested a change in the contract to include a one-time increase of 10% for FY2023 and a 4% increase each subsequent year at the time of contract renewal. This amount was also included in the MCCJC's FY2023 budget proposal. The new amount would be set at \$47,580.00.
- e) Dr. Wright also requested an extra \$75.00 for his continuing education, which had not been budgeted for but Lt. Renz was confident that it could easily be absorbed.

9:38 AM **Motion and Action:** Approve signing the MCCJC Dental Services Contract with Dr. Wright as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.

Motion passed unanimously.

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19) 12:12 PM Adjourn by 12:15

12:12 PM **Motion and Action:** Adjourn, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.  
Motion passed unanimously.

APPROVED:



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Leonard M. Beck, Chair

DEPUTY CLERK OF THE BOARD:



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Cally Velasquez



# Cassia County Commissioner Meeting

## Attendance Log

Date: 6-21-2022

NAME (Please Print)	TOWN	REPRESENTING
1. Dan Rerz		mccjc
2. J. Thompson		CCSO
3. George Warrell	Oakley	Sheriff
4. Matthew Whitehead Evans	Burley	Auditor's
5. JOE LARSEN	Burley	CLERK
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# SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

**BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS**
**71% OF FISCAL YEAR ELAPSED**
**\* UNAPPROVED DEMANDS APPEAR IN ACTUALS AND ALSO AS AN INVOICE .**

Fund	Budget	Actual	Demand/Claims Amt	Budget Remaining	% Budget Remaining
0001 GENERAL FUND (CURRENT EXPENSE)	4,665,959.00	2,926,581.27	12,261.74	1,739,377.73	37%
0002 ROAD & BRIDGE	517,335.00	341,117.30	7,104.93	176,217.70	34%
0006 DISTRICT COURT	346,110.00	207,377.76	1,879.00	138,732.24	40%
0008 JUSTICE FUND	10,869,854.00	7,125,083.10	97,931.49	3,744,770.90	34%
0015 CONSOLIDATED ELECTIONS	136,156.00	44,845.93	36.50	91,310.07	67%
0016 SOCIAL SERVICES-ASSISTANCE	1,064,150.00	318,227.55	14,143.50	745,922.45	70%
0017 COMMUNITY COLLEGE	200,000.00	87,800.00	72,700.00	112,200.00	56%
0020 REVALUATION	350,335.00	229,987.32	82.42	120,347.68	34%
0025 WATERWAYS	50,000.00	22,745.28	1,100.00	27,254.72	55%
0027 NOXIOUS WEED & PEST	434,095.00	254,578.40	1,856.67	179,516.60	41%
0028 SNOWMOBILE	86,025.00	28,902.99	227.00	57,122.01	66%
0048 EMPLOYEE BENEFITS FUND	2,857,935.00	2,468,225.92	31,015.67	389,709.08	14%
0053 NARCOTICS SEIZED ASSETS FUND	40,000.00	49,503.85	389.00	-9,503.85	-24%
		<b>Total Amount Paid</b>	<b>240,727.92</b>		

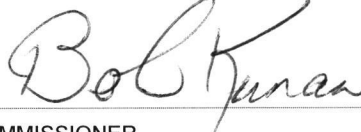
STATE OF IDAHO  
CASSIA COUNTY

WE, THE CASSIA COUNTY COMMISSIONERS, BEING DULY SWORN DO HEREBY CERTIFY AND DECLARE THAT  
WE HAVE REVIEWED THE DEMANDS ENUMERATED AND REFERRED TO IN THE FOREGOING REGISTER, AND THAT THE SAME ARE  
TO THE BEST OF OUR KNOWLEDGE ACCURATE AND ARE JUST CLAIMS AGAINST THE COUNTY, AND THAT THERE ARE FUNDS  
AVAILABLE FOR PAYMENT THEREOF IN THE COUNTY TREASURY.

APPROVED FOR DISTRIBUTION AS OF 6-21-2022

  
COMMISSIONER

  
COMMISSIONER

  
COMMISSIONER

\* **WARNING:** This fund is over budget