



# Cassia County Board of Commissioners SPECIAL MEETING MINUTES

Thursday, July 14, 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) 9:00 AM Call to order
- 2) Pledge of Allegiance and prayer
- 3) 9:02 AM Roll call

### **Roll Call.**

**Present:** Leonard M. Beck - Chair, Kent R. Searle - Member, Bob Kunau - Member, McCord Larsen - County Attorney (Not voting), Cally Velasquez - Deputy Clerk (Not voting).

Calendar, Meetings, Committee Reports, and Correspondence were reviewed.

- a) 6/14/2022 - Southwest Irrigation Mtg at 1:00 PM - Searle

9:02 Mr. McMurray entered the meeting

- 4) 10:27 AM Discuss location proposal for the Minidoka County Juvenile Probation Office
  - a) The proposal was reviewed. Minidoka County was having issues with their current Juvenile Probation building and were looking to rent or lease a building in Heyburn. They suggested moving both Juvenile Probation County offices to this new location to consolidate the departments and for Cassia County to carry 50% of the financial burden.
  - b) There were serious concerns about busing juvenile probationers from Rupert into Heyburn from a judge. Prosecutor Larsen and Clerk Larsen both concurred that they were also against the proposal as it would open our County up for liability issues and financial problems.
  - c) Prosecutor Larsen noted that in the Juvenile Corrections Act it states that the program is to keep in mind the best interests of the children involved. Traveling and financial issues that would arise from this proposal seemed unreasonable to put on the parents and guardians of the individuals involved.
  - d) The current Juvenile Probation Office for Cassia County is housed in the courthouse and there is no imaginable reason for them to relocate at this time.
  - e) All opinions expressed were in agreement that Cassia County should not participate in the proposal.
- 5) 10:34 AM Discuss the Sawtooth Medical proposal for the Juvenile Detention Center in Minidoka County
  - a) Commissioner Searle introduced that the Juvenile Detention Center had a part-time nurse on staff but was having difficulty in keeping that position staffed adequately for the detainees' care. They were asking to enter into an agreement with Sawtooth Medical Services very similar to the current service agreement provided to the county jail. It was estimated that the amount for that contract would be approximately \$25,000.00.
  - b) Commissioner Searle added that the Detention Center has to make several emergency room visits to provide adequate care and that has become very costly for both counties. Prosecutor Larsen said a

CASSIA COUNTY COMMISSION  
SPECIAL SESSION  
Thursday, July 14, 2022

**Instrument # 2022003179**

BURLEY, CASSIA, IDAHO

7-18-2022 01:46:26 PM No. of Pages: 6

Recorded for : CASSIA COUNTY COMMISSIONERS

JOSEPH LARSEN

Fee: 0.00

Ex-Officio Recorder Deputy

Index to: COMMISSIONERS MINUTES

A handwritten signature in blue ink, appearing to be "EL", is written over the "Fee: 0.00" and "Ex-Officio Recorder Deputy" text.

medical service contract would help reduce the financial burden of both counties in providing medical care to the detainees.

- c) It was noted that the contract we have with Sawtooth Medical for the jail has impacted the county budget but was deemed necessary and is beneficial from a legal standpoint, to reduce liability issues.
  - d) Clerk Larsen suggested investigating if Sawtooth Medical would be willing to provide a single contract for both facilities in the hopes that the increase in cost for both could still be less than two individual contractual agreements.
- 6) 10:41 AM Consider rental of county owned property (former highway district building)
- a) Wickel Tire had approached Commissioner Kunau with a request to lease the building to store tires.
  - b) Prosecutor Larsen reminded the Board that there was a current contract in place with Burley Highway District that allows them to retain possession of the building until August 1, 2023.
  - c) He further stated that renting the space to a commercial business would potentially mean that the County would be participating in a commercial purpose. The county is must operate for governmental purposes only. He advised the Board against entering into any agreement for commercial purposes.
- 7) 10:45 AM Discussion of parking lot matters, may include bids - Kunau
- a) Commissioner Kunau discussed the difficulty of obtaining bids from asphalt companies. He was unable to obtain any additional bids besides Kloepper's which was \$56,834.46. In such instances where an expected expenditure is over \$50,000.00, the County must obtain bids from three different companies.
  - b) He worked with Kloepper's to modify the plan which brought the bid down to \$48,837.80. This enabled the Commissioners to decide on the bid at their next regularly scheduled BoCC meeting. It was put on the agenda for 7/18/2022.
- 8) 9:05 AM Executive Session

9:05 AM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider personnel issues, Idaho Code § 74-206 (1) (c) to deliberate acquisition of an interest in real property, and Idaho Code § 74-206 (1) (f) to communicate with legal counsel regarding pending/imminently-likely litigation, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.

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

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

10:27 AM Upon exit of Executive Session, the board took the matter under advisement.

- 9) 10:50 AM Personnel Matters: Including but not limited to Change of Status requests
- a) Treasurer's Office - Sheri L. Bedke - Sr. Deputy Treasurer – Evaluation with increase in rate of pay
  - b) Treasurer's Office - Stephanie West - Deputy Treasurer – Evaluation with increase in rate of pay

10:51 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.

10) 10:52 AM Budget review and discussion

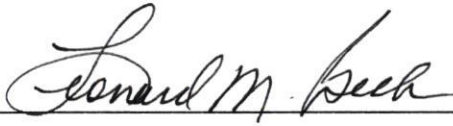
- a) Deputy Auditor Heather Evans provided updated financial paperwork reflecting changes requested by the Board in their last meeting. Additionally, that changed budgeted joint splits for the Mini-Cassia Criminal Justice Center (MCCJC), the Misdemeanor Probation Office (MPO), and the Public Defender (PD) budgets. The addition of another appraiser position in the Assessor's Office increased the total number of employees which lowered the budgeted allocation per employee for benefits to \$16,700.00.
- b) The updated PD budget total is \$1,144,590.00 with Cassia's portion at \$421,804.74 and Minidoka's portion at \$369,722.26. Clerk Larsen clarified amounts to be received from the Public Defense Commission (PDC) awards for the next two years following statute changes eliminating the levy amounts is limited to Cassia County's FY2021 calculated proportion of available funds from the State. PDC awarded amounts in the past not expended for an additional deputy public defender and secretary remains in their fund and decreases the award for these last two years before the public defense functions are moved to the State of Idaho.
- c) MPO's budget was updated to reflect health benefit reductions. The total of that updated proposed budget is \$1,109,450.00. Following projections of all MPO revenues, the proposed budget split amount for both Minidoka and Cassia are \$217,725.00 each.
- d) The MCCJC's proposed budget amount was updated to \$4,672,048.00 following health benefit cost reductions. Minidoka's new split obligation amount is \$1,474,530.00 and Cassia's is \$1,995,361.00
- e) Clerk Larsen advised the Board that the budget officer projected revenues for the MCCJC very well could necessitate a budget amendment and additional allocations from both counties as the Jail Trust cannot legally be in the negative at fiscal yearend. The Auditor's Office projections are based on historical payments of generally two months at a time being paid by the Idaho Department of Corrections for inmate housing and is generally paid on a net 60 basis. He further stated that a budget amendment would need to be initiated the first week of September to facilitate a published legal notice for budget amendment and to conduct a public hearing to approve amendment of those amounts.
- f) The overall increase from FY2022 for the five joint budgets is \$500,770.32 for Cassia County and \$499,515.46 for Minidoka County.
- g) Base pay increases approved by the Board today for the two deputy Treasurer's will result in an additional financial obligation in this year's budget of about \$1,600.00 that Treasurer Greener inferred can be absorbed by unused fund balances. For FY2023, an increase in the Treasurer's budget is just short of \$6,300.00 to account for those approved rate of pay increases.
- h) The Board advised the Auditor's Office to reduce the Cassia County Fair Budget by the amount of the annual bleacher payment of about \$26,272.00. As the Auditor's Office didn't receive an itemization, it isn't clear if that was included in their FY2023 expense requests. Chair Beck received a text confirmation from Fair Board Member Carla Beck that it was part of their proposed capital expenses. The Board advised the Auditor's Office to reduce their levied amount by that annual payment as that payment obligation will be terminated. Commissioner Searle asked how the increased amount of \$52,630.00 in the requested County Fair FY2023 budget affects Cassia County levy limit. Clerk Larsen explained that any increased amount of the County Fair levied amounts that exceeds the new year's L-2 calculation total would require a reduction in another levied fund and the balance would be shifted and required to be paid from County reserves. The original bleacher purchase was \$245,519.00 in 2017. It required an annual payment of \$26,271.29 for ten years. Four annual payments have been made totaling \$105,085.16 which leaves a remaining amount of \$157,627.74 that the Board intends to forgive.

- i) Clerk Larsen pointed out that the updated proposed FY2023 budget total is currently at \$28,542,011.00, which is a 12.71% increase from FY2022. He stressed that any one-time funding for ongoing expenses into the future could be unsustainable. At the recent Government Finance Officers Association (GFOA) Conference, that was highlighted as a caution to budget officers and governmental decision makers in light of federal CARES Act and ARPA one time funding.

11) 11:38 AM Adjourn

11:38 AM **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: 7-14-2022

NAME (Please Print)	TOWN	REPRESENTING
1. JOSEPH W. LARSEN	Burley	CLERK
2. Heather Whitehead-Evans	Burley	Auditors
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