



Cassia County Board of Commissioners REGULAR MEETING MINUTES

Monday, December 19, 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) 9:02 AM Call to order
- 2) Pledge of Allegiance and prayer
- 3) 9:04 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) 9:06 AM Calendar, meetings, committee reports, and correspondence were reviewed.
 - a) 12/21/2022 - IT Committee meeting at 9:00 AM - Searle
 - b) 12/21/2022 - Solid Waste meeting at 10:00 AM - Beck
 - c) 12/28/2022 - Retirement party for Dee Yeaman from 1:00 PM - 3:00 PM in Commission Chambers
- 5) 9:14 AM Approve payables for 12/19/2022

9:15 AM **Motion and Action:** Approve payables as presented on 12/19/2022, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

- 6) 9:16 AM Approve minutes from 12/12/2022

9:17 AM **Motion and Action:** Approve minutes from 12/12/2022 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

- 7) 9:17 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

9:17 AM **Motion and Action:** Approve Clerk's Office recommendations to deny one junior college Certificate of Residency as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member.
Motion passed unanimously.

CASSIA COUNTY COMMISSION
REGULAR SESSION
Monday, December 19, 2022

Instrument # 2022005401

BURLEY, CASSIA, IDAHO

1-3-2023 09:56:08 AM No. of Pages: 8

Recorded for : CASSIA COUNTY COMMISSIONERS

JOSEPH LARSEN

Fee: 0.00

Ex-Officio Recorder Deputy

Index to: COMMISSIONERS MINUTES

EL

8) 9:18 AM Personnel Matters - Change of Status Requests

- a) MCCJC - Melanie Carter - Jail Tech 2.0 - Voluntary Resignation
- b) Snowmobile Advisory Board - Mason Zimmerman - seasonal snowmobile groomer - new hire

9:20 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.

- c) 10:44 AM CCSO - Leonardo Fierro - Sergeant Patrol Deputy - voluntary resignation

10:44 AM **Motion and Action:** Approve Change of Status Request as presented **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

9) 10:13 AM Executive Sessions

10:14 AM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider personnel issues, **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.

10:43 AM Upon exit of Executive Session, the board took the matter under advisement.

1:24 PM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider personnel issues, **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.

1:30 PM Upon exit of Executive Session, the board took the matter under advisement.

2:28 PM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider personnel issues, **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.

2:34 PM Upon exit of Executive Session, the board took the matter under advisement.

10) 10:48 AM Approve BLM Right-of-way Grant IDI-20082 on Narrows Road

- a) Mr. McMurray explained that there are portions of the Narrow's Road that are owned by the BLM.
- b) It was discussed that the right of way grant that was previously in place had expired.
- c) The new right of way grant will terminate on 12/31/2073, at which time it may be renewed.

10:50 AM **Motion and Action:** Approve signing the BLM Right-of-way Grant IDI-20082 on Narrows Road as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

11) 10:51 AM Receive and review Transmittal Letter from Planning and Zoning Commission recommending public hearing and adoption of proposed zoning and subdivision ordinance amendments

- a) The letter was briefly reviewed and the range of contents were mentioned.

12) 10:55 AM Set hearing date and time for Public Hearing on zoning and subdivision ordinance proposed amendments

10:56 AM **Motion and Action:** Approve setting a hearing for January 9, 2023 at 10:30 AM for proposed planning & zoning amendments, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

13) 9:20 AM Periodic update report from Veteran's Service Officer

- a) Mr. Driscoll reported on activities for the month of November. He highlighted wreath ceremonies that were performed at some smaller cemeteries.
- b) He requested help in scanning about 30 years' worth of records to a digital format.
- c) Driscoll expressed appreciation to Commissioner Kunau for his attendance at a dinner in Oakley for the veterans.
- d) Driscoll requested that a space be provided for him at the courthouse once a week for meeting with veterans. It was determined that he could occupy the Commissioners' executive chambers on Friday mornings from 9:00 AM to noon.

14) 9:36 AM Public Hearing for increase of Assessor's Office Administrative Fee

9:43 AM **Motion and Action:** Enter hearing for increase of Assessor's Office Administrative Fee, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

- a) Chief Deputy Assessor Mart Adams and DMV Lead Tori Chelsey presented their case for an administrative fee increase. They pointed out that Cassia County is behind when compared to neighboring counties like Minidoka and Twin Falls.
- b) If approved, the fee increase would take effect on January 1, 2023.
- c) Following approval, the Assessor's Office will provide ITD them with updated fee information.

**CASSIA COUNTY COMMISSION
REGULAR SESSION
Monday, December 19, 2022**

9:44 AM **Motion and Action:** Close hearing for increase of Assessor's Office Administrative Fee, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

9:45 AM **Motion and Action:** Approve the Assessor's Office recommendation to increase the Assessor's Office Administration Fee from \$6.00 to \$7.00 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

15) 9:46 AM Review and approve Cassia County Road and Street Report - Auditor's Office

- a) Deputy Auditor Michelle Wallace reviewed the report with the board.
- b) Wallace reported that she had met with Road and Bridge Supervisor Dee Yeaman as well as Ryan Ward to discuss the importance of documenting hours, materials, and resources for each project for the annual reporting requirements, as well as grants and related matters.

9:58 AM **Motion and Action:** Approve the presented Road and Street Report, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

16) 9:59 AM Mini Cassia Commerce Authority quarterly update - Winston Inouye

17) Mr. Inouye reported on the activities of the Commerce Authority since his last report. 10:08 AM Department Head Reports

- a) 10:09 AM Assessor – Chief Deputy Assessor Mart Adams
 - i) Adams made the commissioners aware of some budgetary expenses coming up for one of the departmental vehicles that will need some maintenance in the way of tires and struts replacement.
- b) 10:12 AM Law Enforcement - Jarrod Thompson
 - i) Chair Beck asked Captain Thompson if there were families in the community that he was aware of that could benefit from programs such as "shop with a cop". Captain Thompson said there were programs such as that and "Toys for Tots" with veterans that have happened recently.

18) 11:01 AM Review and authorize accounts with LGIP for ARPA and LATCF – Treasurer

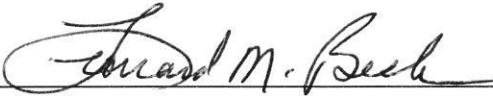
- a) Treasurer Greener discussed that accounts had to be set up with LGIP for LATCF funds.
- b) Additionally, an account needed to be set up with LGIP for ARPA funds.

11:03 AM **Motion and Action:** Approve setting up an account with the LGIP for LATCF monies, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

11:04 AM **Motion and Action:** Approve setting up an account with LGIP for ARPA monies, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member
Motion passed unanimously.

- 19) 10:45 AM Discuss and approve the retirement of a K-9 - Thompson
- a) Deputy Fierro's K-9 has been in service with him for approximately eight years. Deputy Fierro has tendered his resignation. It was determined that it would be best to retire his K-9 and declare it as surplus.
 - b) Mr. McMurray will work with Captain Thompson to get a resolution drafted declaring the K-9 as surplus ready for the Commissioners' approval.
- 20) 11:05 AM Meet with erstadt architects to discuss professional services agreement
- a) The commissioners discussed concerns with the agreement provided by erstadt. It seems there are many services they were hoping erstadt would provide that are not going to be covered in the agreement. The Board would like to clarify what will be provided by erstadt in the agreement for the cost given of \$35,000.00.
 - b) 11:21 AM Katrina Kolm from erstadt architects joined the meeting. The commissioners asked her questions to clarify what is required of the commissioners. They asked if meetings could be conducted via zoom to save on travel and lodging costs.
 - c) The Commissioners arranged to visit erstadt's office in Boise on Monday, January 30, 2023 since they will be in Boise for IAC meetings that week.
- 12:09 PM Recess for lunch
- 1:23 PM Reconvene
- 21) 1:30 PM Solid Waste District review of operations and proposed fee increase - Nate Francisco
- a) Chair Beck clarified that he misspoke while mentioning a proposed fee increase as there are no proposed fee increases to be considered.
 - b) Mr. Francisco presented a power point about an upcoming project that the Solid Waste District would like to pursue. The project involves the cooperation of two large scale diversion and recycling companies that would provide benefits to the solid waste district and the host county as Cassia County is the site of the Milner-Butte land fill.
 - c) After the presentation, all three commissioners expressed support for such a venture.
- 22) 2:35 PM Adjourn
- 2:35 PM **Motion and Action:** Adjourn, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

APPROVED:



Leonard M. Beck, Chair

DEPUTY CLERK OF THE BOARD:



Cally Velasquez

Cassia County Commissioner Meeting

Attendance Log

Date: 12/19/2022

NAME (Please Print)	TOWN	REPRESENTING
1. Thompson		CCSO
2. Mirella Mancias	Burley	Assessors
3. Tom Chisley	Burley	Assessors
4. Matt Adams	Burley	Assessor's
5. Michelle Wallace	Rupert	Auditors
6. Craig Riechert	Burley	Covered
7. Laura Guener	Burley	Treasurer
8. Katrina Kulm	Boise	tristad ARCHITECTS
9. Nate Francisco	Burley	SI SW
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SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS

22% 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)	5,237,898.00	1,125,443.26	16,075.16	4,112,454.74	79%
0002 ROAD & BRIDGE	579,720.00	109,389.38	1,811.89	470,330.62	81%
0006 DISTRICT COURT	374,120.00	79,347.22	497.64	294,772.78	79%
0008 JUSTICE FUND	12,291,405.00	2,135,938.38	5,734.49	10,155,466.62	83%
0012 M-C MISDEMEANOR PROBATION	1,098,450.00	215,195.51	1,787.09	883,254.49	80%
0016 SOCIAL SERVICES-ASSISTANCE	747,118.00	43,574.61	9,588.50	703,543.39	94%
0017 COMMUNITY COLLEGE	200,000.00	0.00	500.00	200,000.00	100%
0027 NOXIOUS WEED & PEST	426,030.00	57,827.00	371.86	368,203.00	86%
0029 PHYSICAL FACILITIES	274,300.00	488,257.84	6,486.00	-213,957.84	-78% *
0048 EMPLOYEE BENEFITS FUND	3,621,490.00	514,898.39	70,167.03	3,106,591.61	86%
		Total Amount Paid	113,019.66		


STATE OF IDAHO
CASSIA COUNTY

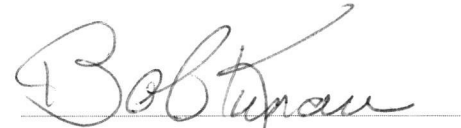
WE, THE CASSIA COUNTY COMMISSIONERS, BEING DULY SWORN DO HEREBY CERTIFY AND DECLARE THAT
WE HAVE REVIEWED THE DEMANDS ENUMERATED AND REFERRED TO IN THE FOREGOING REGISTER, AND THAT THE SAME ARE
TO THE BEST OF OUR KNOWLEDGE ACCURATE AND ARE JUST CLAIMS AGAINST THE COUNTY, AND THAT THERE ARE FUNDS
AVAILABLE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

APPROVED FOR DISTRIBUTION AS OF

12-19-2022


COMMISSIONER


COMMISSIONER


COMMISSIONER

* WARNING: This fund is over budget