



Cassia County Board of Commissioners REGULAR MEETING MINUTES

Monday, May 8, 2023

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, Cally Velasquez - Deputy Clerk (Not voting).

- 4) 9:05 AM Calendar, meetings, committee reports, and correspondence
 - a) 5/18/2023 - Meeting with Minidoka County for FY2024 joint budgets at 12:30 PM
 - b) 5/8/2023 - Murtaugh Highway District meeting - Beck
 - c) 5/9/2023 - Fair Board meeting - Beck
 - d) 5/10/2023 - Mini-Cassia Transportation meeting - Beck
 - e) 5/11/2023 - Museum board meeting in the afternoon - Kunau
 - f) 5/11/2023 - District IV meeting at 1:30 PM in Jerome
 - g) 5/13/2023 - Museum dinner at 6:30 PM
 - h) 9:13 AM Beck reported on his meeting with Coast to Coast regarding the building of a stub wall at the fairgrounds. He was provided with designs of the building they will be constructing. The stub wall will not be considered.
- 5) 9:10 AM Approve payables for 5/8/2023

9:11 AM **Motion and Action:** Approve payables as presented on 5/8/2023, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member.
Motion passed unanimously.

- 6) 9:12 AM Approve minutes from 5/1/2023

9:13 AM **Motion and Action:** Approve minutes from 5/1/2023 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

CASSIA COUNTY COMMISSION
REGULAR SESSION
Monday, May 8, 2023

Instrument # 2023001457

BURLEY, CASSIA, IDAHO

5-23-2023 09:13:06 AM No. of Pages: 8

Recorded for : CASSIA COUNTY COMMISSIONERS

JOSEPH LARSEN

Fee: 0.00

Ex-Officio Recorder Deputy

Index to: COMMISSIONERS MINUTES

CV

7) 9:16 AM Approval of synopsis for April 2023

9:16 AM **Motion and Action:** Approve the synopsis for April 2023 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.

Motion passed unanimously.

8) 9:17 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

9:18 AM **Motion and Action:** Approve Clerk's Office recommendations to approve two and deny one junior college Certificates of Residency as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member.

Motion passed unanimously.

9:19 AM Prosecutor Larsen entered the meeting

9) 9:20 AM Personnel Matters - Change of Status Requests

- a) CCSO - Jordan Ledesma - Senior Investigations County - grade change
- b) CCSO - Terry Higley - Corporal Investigations City - grade change
- c) CCSO - Cordell Hanson - County patrol deputy uncertified - new hire
- d) CCSO - Cameron Henderson - certified dispatcher - grade change

9:21 AM **Motion and Action:** Approve Change of Status Requests as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.

Motion passed unanimously.

10) 11:18 AM Executive Sessions

11:18 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.

11:26 AM Upon exit of Executive Session, the board took the matter under advisement.

3:00 PM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider personnel issues, **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.

3:51 PM Upon exit of Executive Session, the board took the matter under advisement.

CASSIA COUNTY COMMISSION
REGULAR SESSION
Monday, May 8, 2023

11) 9:23 AM Review and adopt Ordinance No. 2023-05-01 adopting zoning and subdivision ordinance amendments and approve Summary for Publication

9:24 AM **Motion and Action:** Approve signing the summary for ordinance no. 2023-05-01 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

9:26 AM **Motion and Action:** Approve signing ordinance no. 2023-05-01 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

12) 9:27 AM Execute Letter to Clayne Zollinger regarding conflict contract

9:27 AM **Motion and Action:** Approve signing letter to Clayne Zollinger regarding the conflict contract as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

13) 9:28 AM Consider South Central Public Health District Board of Health Representative Ballot

9:29 AM **Motion and Action:** Approve the appointment of Lincoln County Commissioner Joann Rutler to the South-Central Public Health District Board of Health for the term of five years as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

14) 9:47 AM Cost of Living Discussion and approval

- a) The State offered its employees between 4.9% and 6.9% cost of living increase.
- b) Social Security had an 8.7% COLA increase for the current year.
- c) Beck felt most comfortable offering a 4.5% increase with a \$1,500.00 bonus. Kunau concurred.
- d) Kunau suggested offering another bonus half way through FY2024 if inflation surges again.
- e) 12:02 PM Beck felt that the Ameriben presentation helped encourage him about the direction he was proposing for a cost-of-living increase.

12:03 PM **Motion and Action:** Approve a 4.5% cost of living increase across the board with a \$1,500.00 bonus for the start of FY2024, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

15) 9:31 AM Covid-19 Website update and proposed closing down - Shaw

- a) The website was intended to share local facts with the public as the pandemic developed. It was done with a grant from ESRI using web-based ArcGIS Online.
- b) The US Dept. of Human Services is expected to announce an end to the public health emergency declaration on 5/11/2023. Shaw proposed closing the website on 5/23/2023.

**CASSIA COUNTY COMMISSION
REGULAR SESSION
Monday, May 8, 2023**

- c) Shaw also asked if data collected from the database that was built for the website might be shared with universities in Idaho for research and historical records.

9:45 AM **Motion and Action:** Approve closing the county website for covid-19 on May 23, 2023, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.

Motion passed unanimously.

16) 9:57 AM Executive Session with Bowen Insurance pursuant to Idaho Code § 74-206 (1) (i)

9:57 AM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider personnel issues, Idaho Code § 74-206 (1) (f) to communicate with legal counsel regarding pending/imminently-likely litigation, and 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.

11:02 AM Upon exit of Executive Session, the board took the matter under advisement.

17) 11:02 AM USDA Farm Survey presentation - Ben Johnson USDA/NASS

- a) The National Agricultural Statistics Services (NASS) is required to conduct an agricultural census every five years, which includes a complete of agricultural farms and ranches throughout the United States.
- b) The deadline for the census has been extended to the end of May.
- c) Mr. Johnson's message was to encourage Idaho's farmers and ranchers to respond to the census as it helps them form policies.
- d) When the census was conducted in 2018, only 75% responded in the State of Idaho. Currently only 50% of Cassia County farmers and ranchers have responded for this year's census.

18) 11:26 AM Ameriben presentation of wage and salary study - Brenda Blitman

- a) Blitman presented the results of Ameriben's Internal Equity and External Market Compensation Study. The job positions were evaluated as if they were vacant, focusing on the position's essential duties and minimum qualifications and took into account the Equal Pay Act.
- b) Recommendations included in the proposal were two kinds and levels charts, one for general employees of the county and the other for law enforcement personnel.
- c) For all positions overall, the current wages paid were approximately 1.5% below market. General positions for the county are estimated at .4% above market and Law Enforcement was approximately 5.8% below market. To be considered market competitive, it is recommended to be within 5%.
- d) Blitman also provided a list of recommendations for the implementation of the new pay structure. Due to the scope of such, changes could be made over several years as the county progressed and developed.

19) 12:08 PM The Commissioners toured the Historical Museum ahead of its grand opening to inspect the improvements made to the buildings and exhibits.

1:16 PM Recessed for lunch

2:18 PM Reconvened meeting

CASSIA COUNTY COMMISSION
REGULAR SESSION
Monday, May 8, 2023

UNFINISHED BUSINESS ACTION AGENDA ITEMS

20) 2:18 PM Discuss FY2024 Budget Matters

- a) Deputy Auditor Evans brought forward additional requests received from Law Enforcement that were received over the last week.
- b) 3:51 PM Additional items were reviewed for guidance from the commissioners.

21) 12:00 PM Review and sign contracts with conflict public defender attorneys

12:01 PM **Motion and Action:** Approve accepting the signed agreement with Fuller Law Office as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.

Motion passed unanimously.

22) 4:07 PM Adjourn

4:07 PM **Motion and Action:** Adjourn, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

APPROVED:

A handwritten signature in black ink, appearing to read "Leonard M. Beck", is written over a horizontal line.

Leonard M. Beck, Chair

DEPUTY CLERK OF THE BOARD:

A handwritten signature in blue ink, appearing to read "Cally Velasquez", is written over a horizontal line.

Cally Velasquez

SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS

59% OF FISCAL YEAR ELAPSED

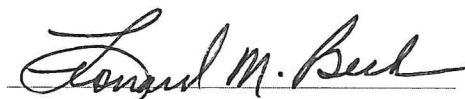
* UNAPPROVED DEMANDS APPEAR IN ACTUALS AND ALSO AS AN INVOICE .


| Fund | Budget | Actual | Demand/Claims Amt | Budget Remaining | % Budget Remaining |
|-------------------------------------|---------------|--------------|-------------------|------------------|--------------------|
| 0001 GENERAL FUND (CURRENT EXPENSE) | 5,237,898.00 | 2,817,602.90 | 92,189.15 | 2,420,295.10 | 46% |
| 0002 ROAD & BRIDGE | 579,720.00 | 336,947.42 | 4,813.39 | 242,772.58 | 42% |
| 0006 DISTRICT COURT | 374,120.00 | 185,284.94 | 4,299.97 | 188,835.06 | 50% |
| 0008 JUSTICE FUND | 12,291,405.00 | 6,730,270.78 | 254,680.48 | 5,561,134.22 | 45% |
| 0012 M-C MISDEMEANOR PROBATION | 1,098,450.00 | 605,533.83 | 17,335.07 | 492,916.17 | 45% |
| 0013 911 COMMUNICATIONS | 871,000.00 | 98,533.44 | 4,821.79 | 772,466.56 | 89% |
| 0015 CONSOLIDATED ELECTIONS | 217,865.00 | 40,618.65 | 355.39 | 177,246.35 | 81% |
| 0016 SOCIAL SERVICES-ASSISTANCE | 747,118.00 | 144,085.28 | 3,072.50 | 603,032.72 | 81% |
| 0018 CASSIA COUNTY FAIR | 270,708.00 | 88,063.95 | 1,392.00 | 182,644.05 | 67% |
| 0020 REVALUATION | 452,825.00 | 223,810.59 | 7,320.02 | 229,014.41 | 51% |
| 0027 NOXIOUS WEED & PEST | 426,030.00 | 157,187.33 | 6,155.60 | 268,842.67 | 63% |
| 0029 PHYSICAL FACILITIES | 274,300.00 | 724,180.46 | 124.92 | -449,880.46 | -164% * |
| 0048 EMPLOYEE BENEFITS FUND | 3,621,490.00 | 1,843,551.48 | 78,867.61 | 1,777,938.52 | 49% |
| 0053 NARCOTICS SEIZED ASSETS FUND | 40,000.00 | 18,386.14 | 9,827.75 | 21,613.86 | 54% |
| Total Amount Paid | | | 485,255.64 | | |

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 5-8-2023


COMMISSIONER


COMMISSIONER


COMMISSIONER

* WARNING: This fund is over budget

Cassia County Commissioner Meeting

Attendance Log

Date: 5/8/2023

| NAME (Please Print) | TOWN | REPRESENTING |
|------------------------------|--------|--------------------|
| 1. George Warrell | Oakley | Sheriff |
| 2. Karen Shaw | Burley | Assessor's office. |
| 3. J. Thompson | | CCSO |
| 4. Bowman | Burley | B.I.G. |
| 5. Todd Taylor | Burley | |
| 6. Kevin Hark | | CCSO |
| 7. Jason Rogers | | CCSO |
| 8. Heather Whitehead-Francis | Burley | Auditor's |
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