



Cassia County Board of Commissioners

REGULAR MEETING MINUTES

Monday, May 22, 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) 9:02 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) 9:04 AM Calendar, meetings, committee reports, and correspondence
 - a) 5/24/2023 - Fair Board meeting - Beck
 - b) 5/25/2023 - Meeting with Cassia Hospital and Kelly Bowen for insurance matters - Searle
 - c) 6/1/2023 - Republican Central Committee meeting
 - d) Beck gave handouts showing current solid waste fees and calculations of a proposed reduction in fees that he requested the Commissioners to consider.
 - e) A representative from erstad would like a virtual meeting with the board on 6/5/2023. Chair Beck asked that they continue to focus on an 18,000 square foot building with two floors and a basement.
 - f) Beck asked that the Board consider setting up an evening meeting with Almo residents in the near future. No actions would be taken at that meeting.
 - g) McMurray provided correspondence from ICRMP regarding policy renewal estimates.
- 5) 9:12 AM Payables for 5/22/2023

9:14 AM **Motion and Action:** Approve payables in the amount of \$154,268.31 as presented on 5/22/2023, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member.
Motion passed unanimously.

- 6) 9:15 AM Approve minutes from 5/8/2023 and 5/15/2023

9:16 AM **Motion and Action:** Approve minutes from 5/8/2023 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

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Instrument # 2023001622

BURLEY, CASSIA, IDAHO

6-5-2023 12:58:54 PM No. of Pages: 11

Recorded for : CASSIA COUNTY COMMISSIONERS

JOSEPH LARSEN

Fee: 0.00

Ex-Officio Recorder Deputy

Index to: COMMISSIONERS MINUTES

EL

9:16 AM **Motion and Action:** Approve minutes from 5/15/2023 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

- 7) 12:06 PM Personnel Matters - Change of Status Requests
a) Ag Extension Office - Nicole Cook - 4-H Program Assistant - voluntary resignation

12:06 PM **Motion and Action:** Approve the Change of Status as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

- 8) 10:49 AM Executive Sessions

10:49 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, Idaho Code § 74-206 (1) (d) to consider records that are exempt from public disclosure, 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.

11:49 AM Upon exit of Executive Session, the board took the matter under advisement.

11:49 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.

5:17 PM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider personnel issues and Idaho Code § 74-206 (1) (d) to consider records that are exempt from public disclosure, **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.

5:44 PM Upon exit of Executive Session, the board took the matter under advisement.

- 9) 9:18 AM Mini Cassia Commerce Authority FY2024 funding request

9:19 AM **Motion and Action:** Approve the request of \$500.00 per month for FY2024 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

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10) 9:20 AM Sign letter of intent for 2023 Kubota for the Weed & Pest Department

9:23 AM **Motion and Action:** Approve signing the letter of intent verifying that we are a government entity, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

11) 9:24 AM Consider request for publication regarding 2023 assessments - Assessor Adams

9:34 AM **Motion and Action:** Approve the expenditure of \$1,300.00 by the Assessor's Office for publication in the Weekly Mailer, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

12) 9:35 AM Title fee discussion - Assessor

- a) Assessor Adams requested that the DMV office could begin charging a \$7.00 administrative fee for title applications. Recent changes in the law with the passing of House Bill 87 will allow them to charge an administrative fee as of 7/1/2023. ITD is asking for information by 6/1/2022 to get that started.
- b) Surrounding counties have not set a fee yet.
- c) Clerk Larsen asserted that the county is subsidizing their office performing a state function. The administrative fee is one way to alleviate some of the burden from the county for offering a state service.
- d) Chair Beck asked how many titles have been issued and what revenues have been projected to justify the proposed \$7.00 fee since that fee is not to make any money above actual operation costs.
- e) A public hearing will have to be set and published two weeks prior to the hearing.
- f) Chair Beck asked them present information justifying the proposed fee amount at the next Board meeting. That should leave time to publish for a public hearing, conduct the hearing, and implement the new fee on July 1, 2023.

13) 9:51 AM Canvass of Votes for May 16, 2023 Consolidated Elections I.C. 34-1410

- a) Elections Director Susan Keck presented the information from the May 16, 2023 consolidated election for the Board to approve.
- b) She reported a low voter turnout and no issues with conducting of the election.

9:55 AM **Motion and Action:** Approve the canvass of the votes for the May 16, 2023 consolidated election as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

14) 9:57 AM Department Head Reports

- a) 9:57 AM Adult Misdemeanor Probation - Amber Prewitt
 - i) Prewitt reported having 1,009 active probation cases and 387 pre-trial cases.
 - ii) They have one officer going to POST in August.
 - iii) There is a possibility that the current four and a half weeks POST training for probation officers could increase to five or six weeks in the future.

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- b) 10:01 AM Law Enforcement - Sheriff Warrell
 - i) Sheriff reported on the jail's population: 164 total inmates, with 55 from Cassia County, 43 from Minidoka County, 43 State holds, 18 US Marshall holds, and five courtesy holds.
- c) 10:02 AM Weed & Pest - Michael Ottley
 - i) Ottley reported being busy with the turn of the weather. Everything is in bloom.
 - ii) He invited to commissioners to see firsthand how he carries out his job.
- d) 10:06 AM Treasurer - Laura Greener
 - i) Greener reviewed the Statement of Treasurer's Cash report Interest of Investments report for April.
- e) 10:13 AM Clerk - Joe Larsen
 - i) Larsen's office is completing all the requirements of the FY2022 external audit with the outside auditor, which should be reported to the Board by Zwygart and Associates in the month of June.
 - ii) He also reported that they are ahead of schedule with the FY2024 budget process.
- f) 10:24 AM Assessor - Mart Adams
 - i) A consulting appraiser from the state has been assisting their office with the results of the ratio study. They are adjusting and certifying values in preparation for next week when they begin mailing out property assessments.
- g) 10:29 AM Extension Office - Grace Wittman
 - i) Joel Packham will be retiring next week. His position has been posted with the University for applications.
 - ii) They are expecting to utilize temporary help through the month of June due to staff shortages.
- h) 10:32 AM Coroner - Craig Rinehart
 - i) Rinehart stated that he expects to see about 40 more cases for the year than last year.
 - ii) He invited the Commissioners to accompany him on the job at any time.
- i) 10:36 AM Building and Maintenance - Pete Hernandez
 - i) The elevator project looks like it won't begin until October.
 - ii) The project is expected to last between six and eight weeks. This time frame will bring challenges to both the Treasurer's Office and the Elections department operations.
- j) 10:39 AM Building & Zoning - Kerry McMurray
 - i) McMurray reported that for the month of April his office has issued two ag-siting permits and 24 building permits.
 - ii) Three of the building permits were commercial and the remainder were residential.
 - iii) The total valuation on those permits was just over \$2.5 million.
- k) 10:41 AM I.T. Department - David Burgess
 - i) Burgess reported receiving 14 help tickets over the weekend and this morning. They've had 115 tickets in the last 30 days with 15 of them currently open, those being the ones just received over the weekend and this morning.
 - ii) The County has been approved for the domain name of Cassia.gov. He will be working with departments in the coming weeks to move everyone's email address over to the .gov address.
- 15) 11:49 AM Reports of USFS and BLM
 - a) 11:49 AM BLM Burley Office Field Manager - Ken Crane
 - i) Crane reported there being good grass and good water on spring pastures.
 - ii) There is currently mining exploration happening in the Goose Creek area. The BLM has been working with the miners on road management and the preservation of sage grouse lands.

- iii) Recreational sites are up and running; they are expecting a busy weekend with the Memorial Holiday. The boat ramp is working out very well also.
- iv) Their next upgrade is for a camp host site. The upgrade to include a shade structure, electricity, water and a septic system. They are waiting for engineering to be completed so they can hopefully start this year. The engineering plan they are waiting on is from Idaho Power to bring power in to the site, which is expected to cost \$150,000.00
- v) Beck expressed appreciation for the time that both representatives from BLM and USFS take to report each month.
- b) 11:57 AM U.S. Forest District Ranger - Kevin Draper
 - i) They will start the Badger fencing project next week. They are still a month behind because of snow. They anticipate it will take four months to complete.
 - ii) A few permittees are being allowed onto grazing lands early. This is advantageous because the cheat grass is palatable while still green and young.
 - iii) A lot of roads are passable, but will not officially open until May 25th.
 - iv) Trapper Creek Road is on schedule to be repaired and remains Draper's top priority. He hasn't seen a lot of road damage from flooding at this time.

12:11 PM Recess for lunch.

1:32 PM Reconvene from lunch.

- 16) 1:32 PM Discuss FY2024 budget matters - Auditor
 - a) Clerk Larsen stated there are still a few budget decisions remaining for the commissioners.
 - b) Vehicle purchase requests need to be reviewed and decided on for FY2024 from a few departments. They requested final decisions on which vehicles they intend to approve for the budget.
 - c) Chair Beck will facilitate a meeting with the Extension Office, Building and Zoning, and the Assessor's Office to determine what will be considered for the Board to decide on for the FY2024 budget.
 - d) Clarification was requested on capital projects such as the Road & Bridge equipment building, grandstands at the fairgrounds, and the proposed new county facility. Amounts need to have documented estimations to be budgeted for appropriately.
 - e) The security system for the Mini-Cassia Criminal Justice Center (MCCJC) needs further discussion for approval. Anticipated costs of switching to M2-Automation need to be confirmed to accurately estimate the splits between Cassia and Minidoka counties.
 - f) Lieutenant Shannon Taylor and Prosecutor Larsen discussed plans for modifying the booking cage and the placement of a new drug detection body scanner. They are working together on language for a policy regarding the use and application of the body scanner.
- 17) 2:30 PM Finalization of FY2024 Joint Budgets with Minidoka County Commissioners
 - a) 2:31 PM Mini-Cassia Veterans Service Office
 - i) Minidoka Board Chair Wayne Schenk recapped last Thursday's special meeting that Cassia County could take care of the request for a computer and scanner and that Minidoka County would take care of the shredding contract.
 - ii) The total cost of the contract being agreed upon is \$60,769.29, evenly split between the two counties.

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2:42 PM **Motion and Action:** Approve the Veterans Service contract in the amount of \$60,769.29 equally split between Minidoka and Cassia County, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

b) 2:42 PM Mini-Cassia Public Defender

- i) Chair Beck recapped that the point of discussion for the Public Defender's Office was to arrive at an agreement on salaries. Cassia County Commissioners had already agreed to a 4.5% cost-of-living increase with a \$1,500.00 bonus, to be apportioned just like FY2023.
- ii) Minidoka County proposed a cost-of-living increase in the amount of 4.5% but with no bonus.
- iii) Kunau said the premium pay was to help employees deal with inflation rather than run the risk of decreasing base pay in the future.
- iv) Chair Beck asked if that was going to be the same proposal for all joints and Schenk said it was going to be similar with the others but tailored to each department slightly.
- v) Searle reminded the boards that the State gave a 7% COL increase for their attorneys and 10% COL increase for post certified officers. He said Cassia County's wage analysis study showed law enforcement is behind 5.8%. He stated that he could not support the straight 4.5% COL with no bonus.
- vi) Both Boards were unable to come to an agreement. Prosecutor Larsen read items from the Joint Powers Agreement which outlined steps for a conference to convene with a commissioner and the clerk from each county to convene to arrive at a solution to bring to both boards for approval.

3:39 PM Minidoka County Commissioners requested a recess to discuss the matter. Prosecutor Larsen advised the Cassia Board against an executive session because there are no legal grounds for such. Larsen asked the Cassia Commissioners to take a brief recess.

3:50 PM Cassia County reconvened.

3:51 PM Minidoka County moved to go to conference as outlined in the Joint Powers agreement.

3:56 PM **Motion and Action:** Approve appointment of Commissioner Searle to represent the Cassia Board in conference, **Moved by** Leonard M. Beck - Chair, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

- vii) Clerk Larsen said the dates as defined in the current Joint Powers Agreement are in need of revision as many things have changed since the agreement was executed complicating the budget process and timeline. He suggested that, given the current time constraints and scheduling conflicts with both counties, that the conference convene as soon as possible to bring the matter to a solution.

4:02 PM Recess for conference.

4:51 PM Reconvene

- i) Searle acknowledged there are a few issues that need to be revisited or examined further such as the differences in insurance between the two counties and the dates given in the Joint Powers

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agreement. He also said there may be upgrades that need to be considered at the Juvenile Detention Center.

- ii) Commissioner Orton said in the spirit of cooperation, if they agreed to Cassia County's proposals that they ask that Cassia County agree to Minidoka's proposals for their respective hosted joint department. He said he was willing to vote on Cassia County's host departments today but would like to come back with revised numbers on their hosted departments.

4:56 PM **Motion and Action:** Approve the 4.5% COL increase and \$1,500.00 bonus for the Public Defender's Office, the Mini-Cassia Criminal Justice Center, and Adult Misdemeanor Probation as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

- iii) 4:58 PM Minidoka County Commissioners made the same motion. Motion passed unanimously.
- iv) Minidoka County requested time to talk to their budget officer and department heads and revisit some items before bringing forward their hosted departments' budgets.
- v) Clarification was made that the body scanner for the jail would be funded as much as possible with funds received from the opioid settlement as well as the booking cage remodel where it is relative to the installation of the body scanner.
- vi) Chair Beck asked Lieutenant Taylor to obtain an updated estimate for the remodel cost so it can be accurately reflected in the FY2024 budget and attendant split of costs between both counties.
- vii) Both counties will schedule a time to meet together again to discuss and vote on the remaining portions of the joint budgets.

5:14 PM Minidoka County adjourned.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

12:07 PM Review and sign contracts with conflict public defender attorneys

12:08 PM **Motion and Action:** Approve signing the contract with Adam Hardwicke for conflict public defender as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

12:09 PM **Motion and Action:** Approve signing the contract with Jennifer Dockter for conflict public defender as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

2) 5:15 PM Adjourn

5:15 PM **Motion and Action:** Adjourn, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member.

5:16 PM Motion withdrawn.

5:44 PM **Motion and Action:** Adjourn, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

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APPROVED:

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

Cally Velasquez

SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS

63% 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	2,982,549.84	959.92	2,255,348.16	43%
0002 ROAD & BRIDGE	579,720.00	351,553.46	8,417.56	228,166.54	39%
0006 DISTRICT COURT	374,120.00	193,046.11	26.75	181,073.89	48%
0008 JUSTICE FUND	12,291,405.00	7,102,448.85	33,898.54	5,188,956.15	42%
0012 M-C MISDEMEANOR PROBATION	1,098,450.00	628,539.23	15,197.18	469,910.77	43%
0016 SOCIAL SERVICES-ASSISTANCE	747,118.00	150,179.28	4,349.00	596,938.72	80%
0018 CASSIA COUNTY FAIR	270,708.00	89,788.20	2,787.50	180,919.80	67%
0048 EMPLOYEE BENEFITS FUND	3,621,490.00	1,932,183.34	88,631.86	1,689,306.66	47%
		Total Amount Paid	154,268.31		

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

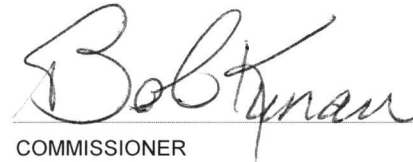
5-22-2023



COMMISSIONER



COMMISSIONER



COMMISSIONER

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

Cassia County Commissioner Meeting

Attendance Log

Date: 5-22-2023

NAME (Please Print)	TOWN	REPRESENTING
1. Martin Adams	Burley	Assessor
2. George Warrell	Oakley	Sheriff
3. Tom Christy	Burley	Assessor- DMV
4. Susan Keck	Alma	Elections
5. Laura Greener	Burley	Treasurer
6. JOE LARSEN	Burley	CLERK
7. Pete Hernandez	Burley	Building grounds
8. Mirella Manick	Durtay	Assessors
9. Amber Prewitt	Burley	Probation
10. Grace Withman	Burley	Extension
11. Michael T. Otley	Elba	CCWVC
12. Craig Ranehart	Burley	Coroner
13. David Burgess	"	IT
14. Ken Crane	Burley	BLM
15. Kevin Draper	"	FS
16. Shannon Taylor		Sheriff - Jail
17. Rob Hutchinson		
18. Wayne A. Schenk	Rupert	Minidoka
19. Dan Schaff	Payl	Minidoka
20. Mitzi Ramsey		Minidoka
21. Tonya Page		Minidoka
22. Jared Orton	Heyburn	Minidoka County
23.		
24.		