



Cassia County Board of Commissioners SPECIAL MEETING MINUTES

Tuesday, May 30, 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) 9:00 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, Kerry McMurray - Assistant to Board (Not voting), Cally Velasquez - Deputy Clerk (Not voting).

- 4) 9:02 AM Calendar, meetings, committee reports, and correspondence
 - a) 5/31/2023 - Solid Waste meeting - Beck
 - b) 6/1/2023 - Region IV Development meeting at 11:30 AM - Kunau
 - c) 6/1/2023 - Republican Central Committee meeting at 7:00 PM
 - d) 6/2/2023 - Rural EMS meeting - Searle
 - e) 6/2/2023 - Community meeting with Almo and Elba at 6:30 PM
 - f) 9:51 AM Melissa Brown invited the commissioners to a community meeting next week at the Wilson Theater to discuss plans for and a resolution in support of the semi-quincentennial signing of the Declaration of Independence.
- 5) 9:07 AM Approve payables for 5/30/2023

9:07 AM **Motion and Action:** Approve payables as presented on 5/30/2023, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member.
Motion passed unanimously.

- 6) 9:11 AM Approve of minutes - none to be considered.
- 7) 9:12 AM Personnel Matters - Change of Status Requests
 - a) Ag Extension - Brooklin Somsen - Part Time Office Help - new hire
 - b) Ag Extension - Jodi Hepworth - Part Time Office Help - new hire
 - c) Weed & Pest - Sadie Schrenk - Weed Technician - new hire
 - d) Assessor - Colleen James - DMV Clerk - voluntary resignation

CASSIA COUNTY COMMISSION
SPECIAL SESSION
Tuesday, May 30, 2023

Instrument # 2023001694

BURLEY, CASSIA, IDAHO

6-12-2023 01:50:23 PM No. of Pages: 8

Recorded for : CASSIA COUNTY COMMISSIONERS

JOSEPH LARSEN

Fee: 0.00

Ex-Officio Recorder Deputy

Index to: COMMISSIONERS MINUTES

A handwritten signature, possibly "JL", is written over the printed name "JOSEPH LARSEN".

- e) Fair Grounds - Daringer Beck - Seasonal Fair Grounds Worker - new hire

9:13 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.

- 8) Executive Session - None

- 9) 9:15 AM Sign Letter of support for Declo QRU seeking a grant – Searle

- a) They are requesting a letter of support for a grant that they are seeking for a new portable suction unit.

9:16 AM **Motion and Action:** Approve signing the letter of support for the Declo Quick Response Unit as they seek a grant, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.

Motion passed unanimously.

- 10) 9:17 AM Review and approve replacement of heating/cooling system at the Sheriff's Office - Kunau

- a) There were two bids for the replacement of the heating and cooling system at the Sheriff's Office.
- b) One bid from Ramsey's Heating & Electric was \$11,323.00.
- c) The second bid from Element Heating and Cooling was \$16,385.00

9:20 AM **Motion and Action:** Approve the quote from Ramsey's to replace the older Lennox air conditioning unit at the Law Enforcement building, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member

Motion passed unanimously.

- 11) 9:23 AM Discuss County vehicles - Beck

- a) Beck reported the purpose of the discussion was in regards to trading vehicles around from different departments to try to accommodate the different needs.
- b) The Assessor's Office wanted to trade in their Equinox. The Extension Office asked to trade in their Dodge Caravan. The Building Department would like a newer vehicle to replace an old one. It was previously suggested to have the Extension Office take the Equinox and have the Building Department vehicle go to the Assessor's Department.
- c) The Extension Office thought they would be about \$5,000.00 short of their plan. The Assessor received a quote from Young Automotive on an Acadia that Beck felt was very reasonable. He thought it was in the mid to high 30's range.
- d) The Extension Office stated that the dealer would offer a \$5,000 trade-in allowance on the Caravan.
- e) McMurray is waiting on a bid from Kim Hansen for an exact number. They estimated between \$47,000 and \$50,000 for a 2024 half ton Chevy.

SCHEDULED ACTION AGENDA ITEMS

- 12) 9:31 AM Consider renewal of rent agreement for Coroner's cooler and office space - Coroner

- a) It was that the 12-month lease Cassia County signed with Minidoka County for the use of office and cooler space was due for renewal at the end of May.

CASSIA COUNTY COMMISSION

SPECIAL SESSION

Tuesday, May 30, 2023

- b) Chair Beck will contact Minidoka's Commissioner Schenk about renewing the contract.

9:35 AM Prosecutor Larsen joined the meeting.

13) 9:38 AM Consider cancelation of property taxes on RPOK002159004C for tax years 2021 and 2022

- a) This property belongs to the City of Oakley. The amount of taxes for 2021 is \$43.87 and for 2022 is \$32.50 for a total of \$76.37.
- b) This parcel was mistakenly assigned to someone else in 2000. The mistake was discovered when the parcel was split for sale by the city back in 2021.

9:47 AM **Motion and Action:** Approve the cancelation of taxes on the parcel listed for 2021 and 2022, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

14) 9:48 AM Review and sign MOU with ISDA for Invasive Species Inspection Station - Sheriff

- a) There is a clause in the contract that the county cannot comply with. It requires an indemnification of one million dollars. The County's current policy is \$500,000.00
- b) The Prosecuting Attorney will need to find out if that item in the contract can be changed to reflect the county's current policy.

15) 10:09 AM Discuss FY2024 Budget matters - Auditor

- a) Clerk Larsen discussed software updates information regarding the only two options the county has to either remain with Harris or move to Tyler Technologies.
- b) CAI provided a new bid this morning of \$65,864.46. The cost reflects the 30% increase projected for the first year of a five-year development plan.
- c) Clerk Larsen recommended to carry forward with CAI and budget for the \$65k. The alternative is more expensive and may require contracts with both companies as transitioning happens.
- d) There may be issues with using opioid money for the scanner and booking cage remodel that needs to be addressed with the prosecuting attorney. Information obtained by Deputy Auditor Evans at a week-long training conference suggested there may be conflicts in the agreements of various pharmaceutical companies that are paying the settlements if any stipulations exist for the use of those monies.
- e) Clerk Larsen recommended to include all of the projects the commissioners have discussed wanting to do in the FY2024 budget because they can be funded with reserves without increasing the budget or from tax payers.
- f) Beck reported on an update with the Road & Bridge Department's plans for a new equipment building. He said to expect the costs to be closer to \$125,000.00 than previous estimates. He directed the budget officer to include that amount in the department's budget for FY2024.
- g) Larsen asked for an estimate on the grandstand replacement project at the fairgrounds. Beck said it was an unknown but he would press for an estimate as it is needed for the budgeting process.
- h) Misdemeanor probation previously mentioned wanting to purchase a new vehicle but had not included any numbers in their budget. Larsen will get with Director Prewitt on how much to save this year for the purchase in a couple of years and return to the Board for their approval of adding that amount to the budget.
- i) Historical society's request for funding was considerably more than last year. It was confirmed that the amounts given are for FY2024 based on costs incurred in FY2023. The concrete bid should be separated out as it is a capital expenditure instead of including the cost in the fund for that department.

- j) The increase comes out to approximately 15.88% increase.
- k) Beck asked the fair board to come up with a 5- or 10-year plan on improvements at the fairgrounds. They would like to have a professional come in and tell them what will need to be replaced or repaired in the next few years.
- l) It was suggested to ask several department heads for a 5- or 10-year plan on improvements for their departments and buildings as well.
- m) Evans reported on one thing she learned at her training last week was the emphasis on counties have a strategic plan that ties in with their comprehensive plan. It helps to start basing the county budget around a strategic plan and reduces the amount of reactionary budget decisions that often plague counties.
- n) McMurray said the only comprehensive plan the county currently has deals with Planning and Zoning and is not related to this strategic plan.
- o) Evans will do some homework and see what other counties have as examples.
- p) Beck agreed that developing a comprehensive plan and a strategic plan would help remedy the reactionary elements.
- q) Larsen reported that the federal government may take back any monies given that haven't been spent or already allocated to alleviate some of the federal debt crisis.
- r) The US Treasury is recommending that anyone receiving federal funds needs to have a policy attached or written specifically for federal grants such as how to apply, how to allocate reception of monies, and how to handle subrecipients. There should be guidelines and oversight on every penny that passes through a county to a subrecipient. If they conduct an audit and find fault, the fault lies on the recipient (county) rather than the subrecipient that is spending the monies.
- s) An example of why the county needs a policy in place is the Oakley dam project. The Auditor's Office hasn't received any updates or information from that project.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

16) 10:00 AM Discuss Proposed County Building matters

- a) Deputy Clerk Velasquez reviewed a few points of consideration with some of the departments included in the diagram. She shared diagrams that show the current square footage being taken up by various department with the commissioners.
- b) Beck asked that she forward this same information to Katrina at erstad as soon as possible in preparation for next Monday's zoom meeting with erstad.

17) 9:52 AM Review and sign contracts with conflict public defense attorneys

9:54 AM **Motion and Action:** Approve signing the contract with Peter M. Hatch as a conflict public defender in Cassia County, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.


9:55 AM **Motion and Action:** Approve signing the contract for Steven R. McRae to serve as a conflict public defender for Cassia County, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

**CASSIA COUNTY COMMISSION
SPECIAL SESSION
Tuesday, May 30, 2023**

18) 11:33 AM Adjourn

11:33 AM **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

SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

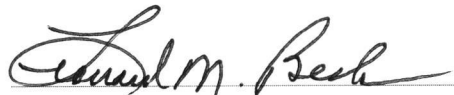
BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS
65% OF FISCAL YEAR ELAPSED
*** UNAPPROVED DEMANDS APPEAR IN ACTUALS AND ALSO AS AN INVOICE .**

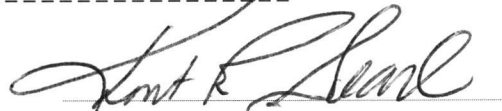
Fund	Budget	Actual	Demand/Claims Amt	Budget Remaining	% Budget Remaining
0001 GENERAL FUND (CURRENT EXPENSE)	5,237,898.00	3,085,380.06	6,738.44	2,152,517.94	41%
0002 ROAD & BRIDGE	579,720.00	365,218.14	7,544.87	214,501.86	37%
0004 AMBULANCE SERVICES	262,850.00	128,421.02	42,058.34	134,428.98	51%
0006 DISTRICT COURT	374,120.00	200,543.22	367.50	173,576.78	46%
0008 JUSTICE FUND	12,291,405.00	7,386,574.90	4,343.42	4,904,830.10	40%
0012 M-C MISDEMEANOR PROBATION	1,098,450.00	664,932.31	2,042.21	433,517.69	39%
0015 CONSOLIDATED ELECTIONS	217,865.00	44,508.31	10,204.31	173,356.69	80%
0016 SOCIAL SERVICES-ASSISTANCE	747,118.00	154,528.28	11,568.50	592,589.72	79%
0018 CASSIA COUNTY FAIR	270,708.00	91,512.45	4,263.00	179,195.55	66%
0020 REVALUATION	452,825.00	242,050.35	599.00	210,774.65	47%
0029 PHYSICAL FACILITIES	274,300.00	727,092.88	71.06	-452,792.88	-165% *
0048 EMPLOYEE BENEFITS FUND	3,621,490.00	2,121,768.79	189,585.45	1,499,721.21	41%
		Total Amount Paid	279,386.10		

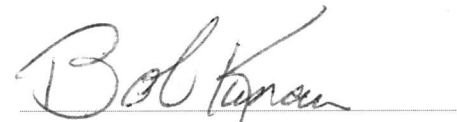
STATE OF IDAHO
CASSIA COUNTY

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 5-30-2023


COMMISSIONER


COMMISSIONER


COMMISSIONER

* WARNING: This fund is over budget

Cassia County Commissioner Meeting

Attendance Log

Date: 5/30/2023

NAME (Please Print)	TOWN	REPRESENTING
1. J. Thompson		CCSO
2. Bryan Fairchild	Jackson	
3. Craig Reinhart	Burley	Coroner
4. Laura Gauer	Burley	Treasurer
5. Minella Mancias	Dallas	Assessor
6. Matt Adams	Burley	ASSESSORS
7. George Warrell	Burley	Sheriff
8. Heather Whitehead-Evans	Burley	Auditors
9. Maria Brown	Burley	Community
10. JOELARSEN	Burley	CLERK
11. Melissa Brown		IDYR
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		