



Cassia County Board of Commissioners SPECIAL MEETING MINUTES

Tuesday, June 20, 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) 9:01 AM Call to order
- 2) Pledge of Allegiance and prayer
- 3) 9:03 AM Roll call

Roll Call.

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

- 4) 9:03 AM Calendar, meetings, committee reports, and correspondence
 - a) 6/20/2023 - Meeting with new medical control group at the hospital - Searle
 - b) 6/21/2023 - South Central Community Action Partnership meeting at 12:00 PM - Kunau
 - c) 6/21/2023 - South Central Public Health District meeting at 1:30 PM - Kunau
 - d) 6/21/2023 - Solid Waste meeting at 9:30 AM - Beck
 - e) Beck reported discussions with the Fair Board at their meeting included working with the City of Burley on parking issues and ongoing efforts to have a contract in place with an engineering firm for work to be done at the fairgrounds.
 - f) Beck also reported on a meeting last week in which it was discussed if another speed limit sign could be posted on Highway 30 further west of Bobcat Corner. The State said it was up to either the City or County, depending on the location.
 - g) The City of Burley acknowledged they were looking at whether Pomerelle Avenue could be extended to the new temple being built on 150 East but no plans or decisions have been made yet.
 - h) Beck visited with Road & Bridge Supervisor Ryan Ward about concerns with his mag chloride budget. Mr. Ward was aware that he was over budget but he wasn't planning on ordering any more for a while and thought he would be well within his budget overall by the end of the year.

9:04 Mr. McMurray entered the meeting.

- 5) 9:07 AM Approve payables for 6/20/2023

9:08 AM **Motion and Action:** Approve payables in the amount of \$253,024.69 as presented on 6/20/2023,

Moved by Bob Kunau - Member, **Seconded by** Kent R. Searle - Member.

Motion passed unanimously.

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Instrument # 2023001901

BURLEY, CASSIA, IDAHO

6-26-2023 03:33:07 PM No. of Pages: 10

Recorded for : CASSIA COUNTY COMMISSIONERS

JOSEPH LARSEN

Fee: 0.00

Ex-Officio Recorder Deputy

Index to: COMMISSIONERS MINUTES

EV

6) 9:09 AM Approve minutes from 6/12/2023

9:09 AM **Motion and Action:** Approve minutes from 6/12/2023 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

7) 9:10 AM Approval of synopsis for May 2023

9:10 AM **Motion and Action:** Approve synopsis for May 2023 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

8) 9:11 AM Review and approval of Alcohol license requests:

9:11 AM **Motion and Action:** Approve entering hearing for alcoholic beverage licenses, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

- a) The license requests were reviewed:
 - i) Burley Trap Club - Bottled/canned Beer ON premises
 - ii) Family Dollar #26676 - Bottled/canned Beer OFF premises, Retail Wine
 - iii) Mr. Gas 80248 - Bottled/canned Beer OFF premises, Retail Wine
 - iv) Mr. Gas 80250 - Bottled/canned Beer OFF premises, Retail Wine

9:14 AM **Motion and Action:** Approve concluding the hearing for alcoholic beverage licenses, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

9:14 AM **Motion and Action:** Approve alcoholic beverage licenses as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

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

- a) MCCJC - Alejandro Lopez - Uncertified Detention Deputy - voluntary resignation
- b) MCCJC - Bryan Booth - Uncertified Detention Deputy - voluntary resignation
- c) CCSO - Todd Rittel - Deputy First Class Civil Deputy for County - promotion

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.

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- 10) 9:46 AM Executive Session - matter was combined with a scheduled executive session during item #22.
11) 9:47 AM Consider Region IV Development request for funding for FY2024

9:47 AM **Motion and Action:** Approve the request for funding from Region IV Development in the amount of \$2,566.00 for FY2024, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

- 12) 9:48 AM Finalize departmental vehicle considerations

- a) The pickup from Building & Zoning could go to Building & Grounds except Kunau was not sure if there was money in the budget for the purchase and said it wasn't practical to have the truck sitting for a few years while waiting for the budget to build up enough money for the purchase.
- b) Searle reported that Director Prewitt from Misdemeanor Probation had not had the opportunity to inspect the van being offered for trade by the Extension Office yet.
- c) 11:39 AM The matter was revisited at the request of Deputy Auditor Evans as part of the FY2024 budget discussion. The matter will be brought forward again next week.

9:50 AM Prosecutor Larsen entered the meeting.

- 13) 10:57 AM Discuss and plan for Gateway West meeting scheduled for 7/10/2023 - Searle

- a) Searle brought up that the meeting planned for 7/10/2023 was going to be limited on time and had several questions he wanted answered from the presenters. He also wanted a detailed map that showed a close up of exactly where the proposed lines were going to be installed in the county.
- b) Other questions posed by Searle included who was responsible for the new planned route, what the difference in costs would be traveling through private property versus BLM lands and what liabilities would the company shoulder such as fire protection if they go through private property rather than BLM grounds.
- c) Beck directed the Board to have a list of questions ready for next week that can be passed on to PacifiCorp's representative to be addressed at the scheduled presentation in a few weeks.

- 14) 11:06 AM Review and approve Ordinance No. 2023-06-01 adopting Bowers amendment of RA zone to IC zone

11:07 AM **Motion and Action:** Approve signing Ordinance No. 2023-06-01 adopting a zoning change as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

- 15) 11:08 AM Review and approve Summary of Ordinance No. 2023-06-01 for publication

11:09 AM **Motion and Action:** Approve signing the Summary of Ordinance No. 2023-06-01 for publication, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

- 16) 11:10 AM Receive Transmittal letter from Cassia County P&Z Commission recommending approval of Peter J. Grush application for zone amendment at T12SR26E, Section 24: N1/2SW1/4, 5 miles north of Malta on Hwy 81, from AP to MU zone
- a) Beck inquired about the differences between this request and the Black Pine View Estates zone amendment application.
 - b) Mr. McMurray will make available to the Commissioners copies of the recorded proceedings of that hearing for review.
 - c) A time for a hearing to be scheduled will be brought before the Board for their approval next week.
- 17) 11:18 AM Discuss odor complaints – Chair Beck
- a) Beck has received numerous complaints via phone calls and in person regarding the smell at the meat packing plant on Highway 30. He has suggested that people either lodge complaints with the Sheriff's Office or work with the USDA in resolving the matters. No complaints have been received at the Sheriff's Office.
 - b) Prosecutor Larsen was asked to draft a letter to the owners of the facility letting them know of the complaints being received and asking them to address the issue for a resolution. Larsen will bring the letter to the Board for approval once drafted.

SCHEDULED ACTION AGENDA ITEMS

- 18) 9:21 AM Reports from VSO
- a) Mr. Driscoll reported on his office's activities for the month of May.
 - b) His office has set a date for a suicide prevention awareness convention on September 16, 2023 at the Wilson Theater from 9:00 AM to 1:00 PM.
 - c) The next meeting of the VSO board will be the first Thursday in August.
 - d) Mr. Driscoll estimated about 3,000 veterans in the Cassia and Minidoka areas with 843 being currently enrolled with his office.
 - e) He is hoping to move forward on his digitizing project much sooner than the anticipated start date of October 2023 and asked if the Commissioners had access to a scanner so that they could begin.
 - f) Kunau said he would ask IT Director Burgess if there was one available that could be declared surplus.
- 19) 9:30 AM Discuss departmental standardized wage increases - Prewitt
- a) Director Prewitt reported back to the Board the results of her presentation to Minidoka County and the Executive Joint Boards with her request for increased wages for her department. She reported that Minidoka supported her request and that the Joint Board had voted to approve her request.
 - b) She also discussed with the Auditor's Office how to meet the estimated \$74,000.00 increased cost for wages and benefits in her budget. In re-examining the already received and projected receipt of revenues for the department it was determined that an additional \$14,000.00 will need to be absorbed by Cassia County.
 - c) Searle pointed out that the reserves in the trust fund are more than enough to cover the costs. Deputy Auditor Evans confirmed that her office did not see any issue with the request as revenues continue to come in for that department and with the changes implemented by Odyssey where tax intercepts are employed, it has only increased the assurance for probationers to pay their fees.

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9:43 AM **Motion and Action:** Approve the additional funding requested by Director Prewitt for Adult Misdemeanor Probation for wage increases, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.

Motion passed unanimously.

20) 9:45 AM Review and sign Federal Drug Testing Contract with Misdemeanor Probation - Prewitt

- a) Prewitt asked that this be postponed until next week as there may be an issue with the contract.

21) 9:50 AM Approval of ES&S System firmware and software upgrade package including EVS 6.3.0 Reporting Standard Standalone System Purchase

- a) Elections Director Keck presented a request to purchase an elections firmware and software upgrade package. The total cost including the purchase of a new hardened laptop and training provided by ES&S is \$10,089.00. This amount has been budgeted for and can be covered in the current fiscal year.
- b) The software upgrade was certified on the federal level and recently certified at the state level last month. The testing process for certification is rigorous as the certification process has taken a few years to complete.
- c) New features include options of printing the voter's ballot in English and a designated language of their choice such as Spanish, if it is requested. It is also faster for processing when coding for an election and opening and closing the polls on election day. There is also a digital write-in resolution process that is intended to speed up the resolution process when there is a write-in candidate and save on costs of hiring a four-person resolution table for write-in possibilities.
- d) The training fee will be split among four other surrounding counties as the Elections Department has agreed to host the training for multiple counties to save on costs.
- e) The hardened laptop will have no access to the outside or internet so it cannot be hacked. The software is encrypted so as to prevent any loss of data or sensitive information if the laptop were ever stolen.

10:00 AM **Motion and Action:** Approve the request of \$10,089.00 for the purchase of upgraded elections equipment as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

22) 10:01 AM Executive Session pursuant to Idaho Code 74-206 (1) (a) or (b) - to discuss personnel matters, and Idaho Code 74-206 (1) (d) - to consider records exempt from public disclosure - Schneider

- a) For the sake of time, Beck requested the inclusion of additional items to be discussed if time permits.

10:02 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, 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.

10:40 AM Upon exit of Executive Session, the board took the matter under advisement.

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23) 10:40 AM Decision on Black Pine View Estates petition for zoning amendment

- a) There were concerns expressed about the declining aquifer and the sustainability of development that would require more water usage than is currently being used on the land.
- b) A portion of the comprehensive plan for Cassia County was read that said growth and development should be encouraged near cities that already have infrastructure in place such as water and sewer systems.
- c) Kunau observed that there are other uses allowed in the multiple use zone that wouldn't require an increase on demand for water. He offered that restrictions for use could be put in place that would require a plan to be submitted that would address their water shortage concerns if further development of the land was pursued.
- d) Beck and Searle both felt the application did not align with the comprehensive plan and would negatively impact the area if allowed to be changed.

10:47 AM **Motion and Action:** Approve support recommendation from Planning & Zoning to not allow the zoning change as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

24) 10:48 AM Sign the ProAct Plan Sponsor Agreement

10:48 AM **Motion and Action:** Approve signing the ProAct Plan Sponsor Agreement as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

25) 10:50 AM Final Plat approval for Meadowlark Subdivision

10:56 AM **Motion and Action:** Approve signing the Meadowlark Subdivision final plat as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

26) 11:24 AM Discuss FY2024 Budget matters

- a) Deputy Auditor Evans reported on the remaining items that still need decisions to be made. One unknown was how much should be allocated to departments that have vehicle requests.
- b) Another unknown was the contract for law enforcement services with the City of Burley. Sheriff Warrell reported taking the numbers for his budget request to members of the city council and was expecting to meet with them next week. Both Evans and Searle requested to be apprised of the time of that meeting so they could attend.
- c) It was clarified that the previous motion to set aside \$12 million in reserves was to be for all capital improvement projects the County might have planned for FY2024, not just the prospective new county building.

- d) The cost estimate for a furnace replacement at the History Museum was going to need to be updated. The company supplying the furnace is changing brands and the furnace quote given would not be honored if they waited until FY2024 to order it. A new bid to purchase the furnace in the next few months would be forthcoming.
- e) Mr. McMurray will set up another meeting during the week with the departments requesting vehicle purchases to see if arrangements can be finalized and brought before the Board for approval next week.


UNFINISHED BUSINESS ACTION AGENDA ITEMS

27) 11:24 AM Review and sign contracts with conflict public defense attorneys - none at this time.

28) 11:51 AM Adjourn

11:51 AM **Motion and Action:** Adjourn, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

APPROVED:

A handwritten signature in blue ink, reading "Leonard M. Beck", written over a horizontal line.

Leonard M. Beck, Chair

DEPUTY CLERK OF THE BOARD:

A handwritten signature in blue ink, reading "Cally Velasquez", written over a horizontal line.

Cally Velasquez

SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS

70% OF FISCAL YEAR ELAPSED

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

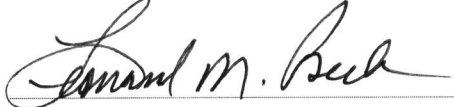
Fund	Budget	Actual	Demand/Claims Amt	Budget Remaining	% Budget Remaining
0001 GENERAL FUND (CURRENT EXPENSE)	5,237,898.00	3,277,057.25	69,956.83	1,960,840.75	37%
0002 ROAD & BRIDGE	579,720.00	410,135.85	7,453.88	169,584.15	29%
0006 DISTRICT COURT	374,120.00	213,072.47	40.00	161,047.53	43%
0008 JUSTICE FUND	12,291,405.00	7,841,791.52	14,970.48	4,449,613.48	36%
0012 M-C MISDEMEANOR PROBATION	1,098,450.00	711,313.06	6,072.92	387,136.94	35%
0016 SOCIAL SERVICES-ASSISTANCE	747,118.00	223,733.37	2,536.75	523,384.63	70%
0017 COMMUNITY COLLEGE	200,000.00	83,600.00	69,400.00	116,400.00	58%
0029 PHYSICAL FACILITIES	274,300.00	738,596.60	12,543.75	-464,296.60	-169% *
0048 EMPLOYEE BENEFITS FUND	3,621,490.00	2,362,427.16	70,050.08	1,259,062.84	35%
		Total Amount Paid	253,024.69		

STATE OF IDAHO
CASSIA COUNTY

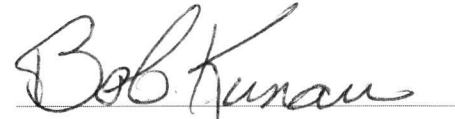
WE, THE CASSIA COUNTY COMMISSIONERS, BEING DULY SWORN DO HEREBY CERTIFY AND DECLARE THAT
WE HAVE REVIEWED THE DEMANDS ENUMERATED AND REFERRED TO IN THE FOREGOING REGISTER, AND THAT THE SAME ARE
TO THE BEST OF OUR KNOWLEDGE ACCURATE AND ARE JUST CLAIMS AGAINST THE COUNTY, AND THAT THERE ARE FUNDS
AVAILABLE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

APPROVED FOR DISTRIBUTION AS OF

6-20-2023


COMMISSIONER


COMMISSIONER


COMMISSIONER

* WARNING: This fund is over budget

Cassia County Commissioner Meeting

Attendance Log

Date: 6-20-2023

	NAME (Please Print)	TOWN	REPRESENTING
1.	Chuck Driscoll		VSO
2.	Amber Prewitt	Burley	Probation
3.	J. Thompson		CISO
4.	Susan Keck	Almo	Elections
5.	Tim Schneider	Burley	P. D.
6.	JOE LARSEN	Burley	CLERK
7.	Jennifer Willett	Malta	
8.	Steve Mazur	Peco	Meadowlark Sub.
9.	Nate Covington	A. F.	Black Pine View LLC
10.	MICHAEL R. JAGLOWSKI, PE	POCATELLO	BLACK PINE VIEW, LLC
11.	BOND TRACY	MALTA	SELF
12.	TOM OTTLEY	ELBA	
13.	George Warrell	Oakley	sheriff
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