



Cassia County Board of Commissioners REGULAR MEETING MINUTES

Monday, July 17, 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, Cally Velasquez - Deputy Clerk (Not voting).

- 4) 9:02 AM Calendar, meetings, committee reports, and correspondence
 - a) 7/19/2023 - Mid Snake Regional Water Resource meeting - McMurray
 - b) 7/20/2023 - Planning & Zoning meeting - McMurray
 - c) 7/20/2023 - South Central Community Action Partnership meetings - Kunau
 - d) 7/21/2023 - Veterans' Service Office Board dinner - Kunau
 - e) 7/22/2023 - Oakley Pioneer Days parade
 - f) Searle reported there was heavy discussion about funding needs at the Idaho Public Safety Communications meeting he attended last week.
 - g) Beck reported on discussions held at the Fair Board meeting he attended last week. They plan to move the live stage to the south lawn and put in picnic tables in the area.
 - h) 9:08 AM Beck reported that the Fair Board made a motion to not hold any barrel racing events other than what is associated with the Fair and Rodeo due to criticism they received about the fairgrounds.

9:06 Mr. McMurray entered the meeting.

- 5) 9:06 AM Approve payables for 7/17/2023

9:06 AM **Motion and Action:** Approve payables in the amount of \$451,805.76 as presented on 7/17/2023, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member.
Motion passed unanimously.

CASSIA COUNTY COMMISSION
REGULAR SESSION
Monday, July 17, 2023

Instrument # 2023002453

BURLEY, CASSIA, IDAHO

8-7-2023 03:13:14 PM No. of Pages: 9

Recorded for : CASSIA COUNTY COMMISSIONERS

JOSEPH LARSEN

Fee: 0.00

Ex-Officio Recorder Deputy

Index to: COMMISSIONERS MINUTES

EU

6) 9:09 AM Approval of June 2023 synopsis

9:09 AM **Motion and Action:** Approve June 2023 synopsis as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

7) 9:10 AM Review and approval of Alcohol license requests for which there is a transcribable verbatim record of the proceedings.

- a) Bobcat Corner - Bottled/canned beer OFF premises, Retail wine
- b) Brickhouse 610 - Burley Liquor License, Draft, bottled/canned beer ON premises, Retail wine, Wine by the drink
- c) Cassia County Fair Board & Rodeo - Draft, bottled/canned beer ON premises, Wine by the drink
- d) Country Store Gas & Deli - Bottled/canned beer OFF premises, Retail wine
- e) Creek Side 66 - Bottled/canned beer OFF premises, Retail wine
- f) Edith's Cafe - Bottled/canned beer ON premises, Wine by the drink
- g) La Hacienda Mexican Food - Burley Liquor License, Draft, bottled/canned beer ON and OFF premises, Retail wine, Wine by the drink
- h) Maglaughlin Gas & Grocery - Bottled/canned beer OFF premises, Retail wine
- i) Nostalgia - Bottled/canned beer ON and OFF premises, Retail wine, Wine by the drink
- j) Pomerelle Ski Area - Ski Resort Liquor License, bottled/canned beer ON premises, Retail wine, Wine by the drink
- k) Rock City Mercantile - Bottled/canned beer ON and OFF premises, Retail wine, Wine by the drink
- l) Tatted Tactical - Bottled/canned beer ON premises
- m) Unit 54 - Bottled/canned beer OFF premises

9:17 AM **Motion and Action:** Approve Alcohol License Applications as presented **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member.
Motion passed unanimously.

8) 10:18 AM Personnel Matters - Change of Status Requests

- a) Public Defender - Chalena Leone - Felony Legal Secretary - promotion
- b) Assessor - Angelina Nava - Administrative Assistant – evaluation
- c) Public Defender - Wendy Muecke – Legal Secretary - voluntary resignation
- d) Assessor – Silvia Pazos - DMV Clerk - new hire

10:20 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.

CASSIA COUNTY COMMISSION
REGULAR SESSION
Monday, July 17, 2023

9) 10:22 AM Executive Sessions

10:22 AM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (c) to deliberate acquisition of an interest in real property, 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.

10:38 AM Upon exit of Executive Session, the board took the matter under advisement.

10) 10:38 AM Review and approve ESRI software renewal for Zoning and Building Dept.

10:39 AM **Motion and Action:** Approve the ESRI Software renewal contract for Zoning & Building department, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.

Motion passed unanimously.

11) 10:40 AM Approve and sign letters of support for East and West Cassia Soil and Water Conservation Districts

10:42 AM **Motion and Action:** Approve signing the letter of support for the East Cassia Soil and Water Conservation District, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.

Motion passed unanimously.

10:42 AM **Motion and Action:** Approve signing the letter of support for the West Cassia Soil and Water Conservation District, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.

Motion passed unanimously.

12) 10:43 AM Approve and execute County Fair agreement with City of Burley

10:45 AM **Motion and Action:** Approve execution of an agreement with the County Fair Board and the City of Burley, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.

Motion passed unanimously.

13) 10:47 AM Discussion and decision on NACo Center for Public Lands Counties membership

- a) NACo is proposing the development of a committee that would help secure the regularity of PILT payments from the State as there have been difficulties in the past getting those funds.
- b) If Cassia County participated in the membership of this committee, the assessment would be \$45,500.59.
- c) 11:04 AM The Board asked Clerk Larsen for direction and advice on whether the county should participate with the formation and membership of this proposed committee. Clerk Larsen expressed his opinion that it would be a good idea but did not have enough knowledge as this is still in the beginning stages.

**CASSIA COUNTY COMMISSION
REGULAR SESSION
Monday, July 17, 2023**

- d) Beck directed Clerk Larsen to contact Seth Grigg and let him know that Cassia County is favorable to the idea but wants to wait and see what other counties will do before making a final decision.

14) 10:49 AM Consider purchase request for picnic tables at the fairgrounds

10:54 AM **Motion and Action:** Approve allowing the Fair Board to utilize their budgeted funds to pay for the 25 picnic tables in the amount of \$8,081.42, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle – Member Motion passed unanimously.

15) 10:55 AM Sign Juvenile Public Defender Contract with Echelon Law, PLLC

10:56 AM **Motion and Action:** Approve signing the Juvenile Public Defender Contract with Echelon Law, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

16) 11:09 AM FY2024 Budget Matters Discussion

- a) Deputy Auditor Evans presented the updated Joint Splits agreements based on the motions made at the last meeting with Minidoka County last week.
- b) Clerk Larsen reported on his efforts to secure the remaining funds already given after the State takes over the public defense program to move the funds to second and third level conflict attorneys.
- c) Beck voiced approval of the steps taken and asked that Clerk Larsen continue his work in that regard.
- d) Clerk Larsen spoke to the concern of needing an ever-increasing amount of money to operate the justice fund. The County is approaching the 3% levy cap and the needs of the justice fund outpace the allowed leviable amount. He advised that the County will need to examine the sustainability of their current pace and try to come up with alternate avenues either for revenues or spending cuts to address the issue in the coming year.
- e) The Auditor's Office is hoping to present a tentative budget for FY2024 for publication to the Board next Monday.
- f) Beck directed Searle to discuss with the Joint Board the possibility of the Misdemeanor Probation Department purchasing the van from the Extension Office in FY2023 if the funds are available.
- g) Beck directed Prosecutor Larsen to contact Mr. Curtis Taylor to make accommodating arrangements for the parade.

SCHEDULED ACTION AGENDA ITEMS

17) 9:25 AM Veterans' Service Office periodic update - Driscoll

- a) Driscoll reported on activities conducted in the month of June.
- b) He is planning special ceremonies to honor three veterans who have given considerable service to the community through their volunteer efforts and whose health are declining quickly. Searle will help in the organizing of one of those ceremonies and Kunau will help with the other two.
- c) Driscoll also reminded the Board of a symposium he is organizing for September 16, 2023 at the Wilson Theater on the matter of suicide and prevention in the community. He received a grant from the Burley United Methodist Church to help fund the event.

18) 9:31 AM Discuss and decide on SRS Funding Election form with Kelli Brassfield via zoom

- a) Kelli Brassfield from the Idaho Association of Counties reviewed for the commissioners the election process they need to make to receive any payment from the State in the way of SRS funds.

**CASSIA COUNTY COMMISSION
REGULAR SESSION
Monday, July 17, 2023**

9:39 AM **Motion and Action:** Approve the allocation of 85% of the Secure Rural Schools Act State payment to Title I and the remaining 15% to Title II, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

9:46 AM **Motion and Action:** Approve the selection of Column C for the payment schedule, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

- 19) 9:47 AM Review and sign the All-Hazard Mitigation Plan Contract with LBYD Federal LLC - Gee
- a) The County's most recent plan expired in May of 2023. A new All Hazard Mitigation Plan needs to be approved every five years to maintain continuity.
 - b) The County must have an active plan in place in order to be eligible to receive any grant funding from FEMA.

9:58 AM **Motion and Action:** Approve and sign the All-Hazard Mitigation Plan Contract with LBYD Federal LLC, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

9:58 AM Prosecutor Larsen joined the meeting.

- 20) 10:00 AM Sign ELAP Core Services Agreement Amendment No. 4

10:04 AM **Motion and Action:** Authorize the Chairman to sign the ELAP Core Service Agreement Amendment No. 4, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

- 21) 10:06 AM Tax Deed Auction on 2 parcels
- a) It was determined that the auction had not properly been published in the newspaper as required by statute . . A new auction date was set for 8/7/2023 at 10:00 AM pending successful publication with the Times News.
 - b) Mr. McMurray was directed to submit that notice to the paper for publication.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

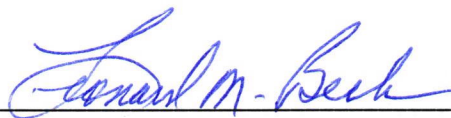
22) 10:57 AM Proposed County Building Discussion

- a) Beck asked if Rocky Mountain Demolition could look at the Lodge Hall to determine if there is any value in the materials before soliciting a bid for demolition. Kunau agreed to talk with them.
- b) Kunau was also asked to coordinate with Law Enforcement to determine how to meet their needs for evidence storage at the old highway building.

23) 11:49 AM Adjourn

11:49 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

**CASSIA COUNTY COMMISSION
REGULAR SESSION
Monday, July 17, 2023**

SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS
78% 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	3,650,749.15	76,729.74	1,587,148.85	30%
0002 ROAD & BRIDGE	579,720.00	434,438.13	3,795.60	145,281.87	25%
0006 DISTRICT COURT	374,120.00	233,516.42	4,212.98	140,603.58	38%
0008 JUSTICE FUND	12,291,405.00	8,708,635.30	169,418.80	3,582,769.70	29%
0012 M-C MISDEMEANOR PROBATION	1,098,450.00	788,391.50	15,371.00	310,058.50	28%
0013 911 COMMUNICATIONS	871,000.00	127,304.42	637.00	743,695.58	85%
0016 SOCIAL SERVICES-ASSISTANCE	747,118.00	239,085.83	6,620.97	508,032.17	68%
0018 CASSIA COUNTY FAIR	270,708.00	105,608.96	1,392.00	165,099.04	61%
0020 REVALUATION	452,825.00	283,556.00	40,179.37	169,269.00	37%
0025 WATERWAYS	50,000.00	1,993.61	1,100.00	48,006.39	96%
0027 NOXIOUS WEED & PEST	426,030.00	230,175.53	6,111.44	195,854.47	46%
0028 SNOWMOBILE	86,450.00	23,675.70	80.48	62,774.30	73%
0032 PREVENTIVE HEALTH FUND	272,300.00	225,636.48	22,684.44	46,663.52	17%
0048 EMPLOYEE BENEFITS FUND	3,621,490.00	2,630,506.59	103,471.94	990,983.41	27%
		Total Amount Paid	451,805.76		

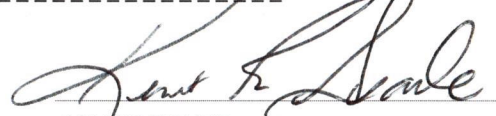
STATE OF IDAHO
CASSIA COUNTY


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 _____

7-17-2023


COMMISSIONER


COMMISSIONER


COMMISSIONER

attest:  deputy clerk

* WARNING: This fund is over budget

Cassia County Commissioner Meeting

Attendance Log

Date: 7/17/2023

NAME (Please Print)	TOWN	REPRESENTING
1. Chuck Driscoll	Burley	USO
2. George Darrell	Oakley	Sheriff
3. Florencio Velasquez	Burley	
4. Kelly Bowen	Burley	B.I.G.
5. J. Thompson		CCSO
6. Shelli Blake	Burley	Treasurer
7. Laura Greener	Burley	Treasurer
8. Shannon Taylor		CCSO
9. Heather Whithead Drans	Burley	Auditors
10. JEFF LARSEN	Burley	CLERK
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		