



Cassia County Board of Commissioners REGULAR MEETING MINUTES

Monday, January 8, 2024

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 were reviewed.
 - a) 1/8/2024 - Semi quincennial Celebration planning meeting - Searle
 - b) 1/9/2024 - Snowmobile Advisory meeting - Kunau
Joint Juvenile and Justice meetings - Searle
911 Committee meeting - Searle
Fair Board meeting - Beck
 - c) 1/10/2024 - South Central Community Action Partnership Groundbreaking Ceremony for housing in the Biscotti Subdivision in Heyburn - Kunau
 - d) 1/18/2024 - Power County has meeting with utilities company regarding the Gateway Project - Searle
 - e) 1/19/2024 - Special BoCC meeting with utilities company regarding the Gateway Project in Cassia County
 - f) Searle reported on his attendance at the state safety communication meeting he attended last Thursday. He said information given will shortly be disseminated to the Board, most of their positions have finally been filled, and that Todd Quast was appointed to represent our district of eight counties.
 - g) Beck requested the Board consider if it was necessary to appoint a vice chairman to cover when Beck is unable to fulfill his role or if they were satisfied with the current system of just electing an acting chair as the need arises.
- 5) 9:12 AM Approve payables for 1/8/2024
 - a) After a motion was introduced to approve them, questions arose about a particular line item. The motion was delayed until additional information could be obtained.
 - b) 9:31 AM Cpt. Thompson explained the anomaly with Summit Food Services at the jail.
 - c) 9:39 AM Cpt. Thompson clarified that their billing was issued weekly.
 - d) 9:42 AM Kunau stated the issue had been clarified and his motion stands. The vote was then taken.

9:13 AM **Motion and Action:** Approve payables as presented on 1/8/2024 in the amount of \$638,746.62, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

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Instrument # 2024000115

BURLEY, CASSIA, IDAHO
1-16-2024 10:49:01 AM No. of Pages: 8
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00
Ex-Officio Recorder Deputy
Index to: COMMISSIONERS MINUTES

EL

6) 9:18 AM Approve minutes from 1/2/2024

9:19 AM **Motion and Action:** Approve minutes from 1/2/2024 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

7) 9:19 AM Approval of synopsis for December 2023

a) Beck requested verification of an item mentioned for December 12, 2023, which was confirmed.

9:19 AM **Motion and Action:** Approve synopsis for December 2023 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

8) 9:21 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

9:21 AM **Motion and Action:** Approve Clerk's Office recommendations to approve three junior college Certificates of Residency as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

9) 9:23 AM Personnel Matters - Change of Status Request

a) MCCJC - Richard Rodriguez - Uncertified Detention Deputy - new hire

9:23 AM **Motion and Action:** Approve Change of Status Request as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

10) 11:00 AM Executive Session

11:00 AM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider personnel issues and Idaho Code § 74-206 (1) (c) to deliberate acquisition of an interest in real property, **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.

11:18 AM Upon exit of Executive Session, the board took the matter under advisement.

11) 9:24 AM Review and approve letter of appreciation for Project Mutual Telephone - Searle

a) Searle presented the letter of appreciation for PMT's work in solving some issues that recently came up.

9:25 AM **Motion and Action:** Sign and send letter of appreciation to Mr. Hoover at PMT as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

12) 9:27 AM Deliberate regarding updated bid from Chet Jackson for Prosecuting Attorney's lobby - M. Larsen

a) It was discussed that there was sheetrock discovered beneath the wood paneling.

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- b) 10:53 AM Prosecutor Larsen clarified that an additional \$3,200.00 was being added to the bid due to the discovery of the sheetrock materials beneath the wood paneling. Wainscoting and additional work to finish a windowsill were added.
- c) A bid for painting will be introduced at a later date, once the construction has finished.

10:59 AM **Motion and Action:** Approve the updated bid from Chet Jackson for the Prosecutor Attorney's lobby of \$8,900.00, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

13) 9:38 AM Approve payment of \$190,000 for property of Ms. Barnes pursuant to the Purchase Agreement

9:38 AM **Motion and Action:** Approve paying the final payment to Ms. Barnes for the hair building that we're purchasing, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

14) 9:43 AM Review and approve contractual obligations for Campbell Land LC for repeater site

- a) Searle presented the matter. In 2019 a contract was signed between the County and Campbell Land in which the County agreed to pay a monthly fee of \$50.00 for the use of property for a repeater station. One payment was made at that time but no other payments were ever issued. The total amount the County owes to bring it to current is \$3,050.00.
- b) There was an additional question about who was actually paying the power bill as the contract stated the County was supposed to pay for that expense. At this point no record exists of such payments, yet the power company confirmed they are being paid. This matter will need more research.

9:48 AM **Motion and Action:** Pay Campbell Land LLC \$3,050.00 to bring us current from January 2019 to January 2024 out of 911 funds, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

15) 10:09 AM Sign Notice to Proceed for Hanson Sports LLC on Grandstand Construction project

- a) McMurray presented the Notice to Proceed for Hanson Sports to begin their work on the grandstands project.

10:10 AM **Motion and Action:** Approve the chairman's signature on the Notice to Proceed as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

16) 9:32 AM Determination on repairs needed to the Misdemeanor Probation building including but not limited to roof replacement, flooring replacement, and security gate replacement

- a) Director Prewitt provided an update on bids received for the repairs needed. She also stated that the third roofer she attempted to contact twice had still not responded to her.
- b) Prewitt requested approval on the gate replacement and flooring replacement as soon as possible. The roof replacement needed to wait for warmer temperatures.
- c) The owner gave several options for payment of the repairs but nothing had been agreed to yet. He indicated that he was willing to pay for repairs.

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- d) Beck requested this be addressed next week in hopes of obtaining information from a third roofing company and to communicate a payment agreement with the building owner.

17) 9:49 AM Establish Election Precincts per I.C. § 34-301

- a) Elections Director Keck presented a map for Board approval as required by state statute.
- b) Keck advised that there is a potential problem in the near future with one of the polling locations having a conflicting schedule.
- c) Clerk Larsen added input on the matter and requested any suggestions from the Board to help them as they strive to provide safe, secure polling locations and elections for the citizens of the county.

9:58 AM **Motion and Action:** Approve the election precincts as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

18) 10:00 AM Consider approval for cancelation of property taxes on RPBB001104001A

- a) Assessor Adams presented the reason for this request of cancellation of taxes. The owner of the property is applying as a new tax-exempt agency.
- b) Since the application has two Idaho Codes cited, Searle requested that Prosecutor Larsen examine the petition for legal clarity. They were unsure which code should be applied to the situation and if it qualified under the code. It was also observed that the petitioner, Mr. Cook, had not provided the additional requested documentation for either code case cited.
- c) Assessor Adams and Commissioner Searle wanted to follow up with Prosecutor Larsen and the item will appear on the agenda again next week.

19) 10:11 AM Continue BOE Hearing

- a) Beck reminded everyone that they are still under oath as this is a continuation of last week.
- b) 10:11 AM Appeal of missed roll assessment for RP09S27E362300
 - i) Assessor Adams reviewed the steps taken to reassess the property with updated information given at last week's hearing. The reassessment took place January 4, 2024. He proposed the new missed roll value on this parcel be changed from \$99,000.00 to \$36,310.00.
 - ii) When a building is small enough to bring occupancy into question, other values are accounted for in computing an assessed property value such as in the case of a shed versus a spud cellar.
 - iii) Ms. O'Bryan thanked the assessor's office and the Board for allowing the reassessment to take place. She agreed with the assessment given and appreciated everyone's time on the matter.
 - iv) O'Bryan suggested that a notice be added to building permit applications that makes the applicant aware that any buildings or improvements or modifications made to property will affect the property owner's taxes.
 - v) Beck requested the minutes reflect that Ms. Virginia Kathryn O'Bryan filed the appeal on parcel RP09S27E362300.

10:26 AM **Motion and Action:** Accept the new value of \$36,310.00 on this parcel of the missed roll, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

- c) 10:28 AM Update on status of sub and missed rolls for tax year 2023
 - i) Based on the accepted adjustment, the Missed Roll has been updated and Assessor Adams was ready to present the full Missed Roll for 2023 for acceptance. The Board requested another week to examine the missed roll and the occupancy roll.

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- ii) The differences between a Missed Roll, an Occupancy Roll, and a Subsequent Roll were discussed.
- iii) The amount to be considered on the Missed Roll is \$76,736.967.00. This is quite a bit higher than previous years due to statute changes at the state level and the timing of some larger businesses expanding. Adams also clarified that the \$76 million is both the Missed Roll and the Sub Roll combined.

10:42 AM **Motion and Action:** Exit BOE appeal hearing for Ms. O'Bryan for RP09S27E362300, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

10:32 AM Prosecutor Larsen joined the meeting.

20) 10:41 AM BOE for Occupancy Roll for tax year 2023

- a) 10:51 AM Treasurer Greener explained that the Occupancy Roll is late and should have been submitted in December.
- b) Matter has been rescheduled for 1/16/2024.
- c) 10:53 AM Adams encouraged board members to visit with him throughout the week for any questions they might have on the rolls in preparation for next week's BOE hearings.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

21) 11:18 AM Discuss need for geotechnical survey

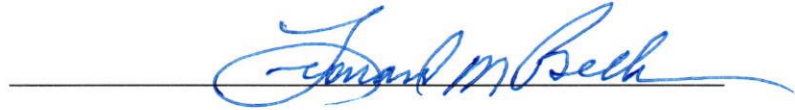
- a) McMurray will follow up with the surveying company to get more information.

22) Proposed County building discussion - none at this time.

23) 11:21 AM Adjourn

11:21 AM **Motion and Action:** Adjourn, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - 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

26% 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)	5,736,912.00	1,458,568.11	27,335.32	4,278,343.89	75%
0002 ROAD & BRIDGE	754,095.00	105,382.18	442.09	648,712.82	86%
0004 AMBULANCE SERVICES	270,625.00	45,009.25	21,660.08	225,615.75	83%
0006 DISTRICT COURT	377,630.00	65,748.76	44.73	311,881.24	83%
0008 JUSTICE FUND	13,922,579.00	3,069,288.26	79,069.26	10,853,290.74	78%
0012 M-C MISDEMEANOR PROBATION	1,184,800.00	306,734.39	15,237.80	878,065.61	74%
0013 911 COMMUNICATIONS	866,250.00	57,565.48	3,045.07	808,684.52	93%
0016 SOCIAL SERVICES-ASSISTANCE	537,550.00	38,224.53	6,802.46	499,325.47	93%
0017 COMMUNITY COLLEGE	200,000.00	500.00	250.00	199,500.00	100%
0023 SOLID WASTE DISTRICT	874,000.00	0.00	436,980.00	874,000.00	100%
0027 NOXIOUS WEED & PEST	439,385.00	67,289.37	823.38	372,095.63	85%
0028 SNOWMOBILE	86,425.00	2,702.34	250.00	83,722.66	97%
0029 PHYSICAL FACILITIES	12,041,300.00	385,536.74	287.87	11,655,763.26	97%
0048 EMPLOYEE BENEFITS FUND	3,873,550.00	686,913.64	46,518.56	3,186,636.36	82%
		Total Amount Paid	638,746.62		

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

1-8-2024


COMMISSIONER


COMMISSIONER


COMMISSIONER

Attest: Cally Delasquez deputy clerk

* WARNING: This fund is over budget

Cassia County Commissioner Meeting

Attendance Log

Date: 01-08-2024

NAME (Please Print)	TOWN	REPRESENTING
1. J. Thompson		CCSO
2. Amber Pruitt	Burley	Probation
3. Susan Keck	Almo	Elections
4. JOE LARSEN	Burley	CLERK
5. Mark AS	Burley	Assessor
6. Mirella Mancias	Burley	Assessors
7. LANA GITHINS	Rupert	Assessors
8. Kate O Bryan	Burley	Self
9. Janet Molina	Burley	Assessors
10. Laura Greener	Burley	Treasurer
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