



Cassia County Board of Commissioners REGULAR MEETING MINUTES

Monday, April 21, 2025

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), Ricki Tkachyk – Deputy Clerk (Not voting)

- 4) 9:04 AM Calendar, meetings, committee reports, and correspondence were reviewed.

9:07 AM McMurray joined the meeting

- 5) 9:08 AM Approve payables for 04/21/2025

9:09 AM **Motion and Action:** Approve 04/21/2025 payables in the amount of \$127,727.26 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

- 6) 9:10 AM Approve minutes from 04/14/2025

9:10 AM **Motion and Action:** Approve minutes from 04/14/2025 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

- 7) 9:12 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

9:12 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.

- 8) 9:13 AM Personnel Matters: None

- 9) 9:14 AM Executive Sessions

10:27 AM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider personnel issues, Idaho Code § 74-206 (1) (f) to communicate with legal counsel regarding pending/imminently-likely litigation, Idaho Code § 74-206 (1) (i) to communicate with risk manager/insurer regarding pending/imminently-likely claims, **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.

CASSIA COUNTY COMMISSION

REGULAR SESSION

Monday, April 21, 2025

Instrument # 2025001491

BURLEY, CASSIA, IDAHO

4-28-2025 02:59:19 PM No. of Pages: 8

Recorded for : CASSIA COUNTY COMMISSIONERS

JOSEPH LARSEN

Fee: 0.00

Ex-Officio Recorder Deputy

Index to: COMMISSIONERS MINUTES

EV

11:51 AM Upon exit of Executive Session, the board took the matter under advisement.

10) 11:51 AM Purchase of Raman TACTICID-1064-ST Field Identification Unit with Opioid Settlement Funds – J. Thompson

- a) Sheriff Thompson explained the equipment for testing of organic or inorganic chemicals or fluids.
- b) It can also be set up to include safe testing for explosives and any type of hazardous materials and it can see through opaque materials or containers to assist with not exposing officers.
- c) This single unit qualifies in seven different facets of opioid mitigation requirements to utilize Opioid Settlement Funds.

11:58 AM **Motion and Action:** Approve purchase of Raman TACTICID-1064-ST Field Identification Unit with Opioid Settlement Funds as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

11) 9:15 AM Approve Resolution No. 2025-009 amending business tax exemption Resolution No. 2019-014 for South Ridge Milk LLC Digester – McMurray

- a) McMurray legally advised the Board of an amendment to parcel numbers included in the amended Resolution No. 2025-009.
- b) He further reiterated tax exemptions were the same as the original resolution for 100% tax exemption for the 1st and 2nd years, 80% exemption in year three, 60% exemption for year four, and 50% exemption for year five.

9:18 AM **Motion and Action:** Approve Resolution No. 2025-009 amending business tax exemption Resolution No. 2019-014 for South Ridge Milk, LLC. Digester as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

12) 9:25 AM Sign letters notifying of excess tax sale proceeds on Sanders and Joyce properties – McMurray

- a) Tax deed sales for the Sanders and Joyce properties was held in August of 2023.
- b) Excess proceeds from the tax deed sales necessitates sending letters out to possible heirs so they have an opportunity to make a claim.
- c) The heirs will have 60 days from the certified mailing of these letters to make a claim or the proceeds will be turned over to the State.

9:27 AM **Motion and Action:** Approve the signing of a letter notifying George H. Sanders of excess tax sale proceeds on parcel number RPOID170007013 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

9:28 AM **Motion and Action:** Approve signing of a letter notifying heirs of the Joyce property of excess tax sale proceeds on parcel number RP16S28E286900 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

13) 9:19 AM Approve Resolution No. 2025-010 adopting amendments to the 911 Advisory Committee Bylaws – McMurray
The matter was tabled.

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14) 9:20 AM Approve Special Use Permit with USFS for MIN622002 – Magic Mountain communication site – McMurray

- a) Commissioner Searle stated this has matter had been reviewed by the attorneys.
- b) A motion for the signature of Chair Beck is needed.
- c) Fees were agreed to be waived as we are a government agency.

9:21 AM **Motion and Action:** Approve Special Use Permit with USFS for MIN622002 – Magic Mountain communication site as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

15) 9:23 AM Approve Special Use Permit with USFS for MIN607502 – Mt. Harrison Lookout communication site – K. McMurray

- a) Commissioner Searle said this site is the highest communication point for 911.
- b) A motion for the signature of Chair Beck is needed.

9:24 AM **Motion and Action:** Approve Special Use Permit with USFS for MIN607502 – Mt. Harrison Lookout communication site as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

16) 9:40 AM Review upcoming Facilities Lease Agreements for use of Cassia County Fairgrounds facilities – K. McMurray

- a) Farmers Market
- b) District 6 High School Rodeo
- c) High Desert Junior Rodeo

9:45 AM **Motion and Action:** Approve use of the three facility leases for the Burley's Farmer's Market, the District Six High School Rodeo and the High Desert Junior Rodeo as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

17) 10:17 AM Receive transmittal letter from Cassia County Planning and Zoning regarding proposed zoning regulations amendments for tiny houses and various other items – K. McMurray

- a) Planning and Zoning held a public hearing on Thursday, 4/17/2025, for clarification as well as adding language regarding tiny houses.
- b) There were no public comments and the Planning and Zoning Committee recommended adopting those regulations.
- c) Those changes would be found in Cassia County Building Codes.
- d) Chair Beck asked about restrictions of farmers having trailers on their properties for their workers. McMurray indicated that they would need to be put on a permanent foundation and hooked to water and sewer.
- e) Chair Beck further asked if other counties had adopted a similar ordinance. McMurray indicated that there were a couple who have.

18) 10:23 AM Set Public Hearing date on proposed zoning regulation amendments for 05/12/2025 at 1:30 PM – K. McMurray

10:24 AM **Motion and Action:** Approve setting a public hearing at 1:30 PM on 5/12/2025 to receive input on the proposed regulation and amendments as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

19) 9:29 AM Discuss county's health insurance renewal – Bowen Insurance

- a) Their goal is to have requested budget information back to the Auditor's office no later than 5/12/2025.
- b) The stop/loss and aggregate pieces of the Cassia County Health plan included a suggested cost of renewal of \$3,896.00 in fixed costs, which is less than 2%.

20) 9:31 AM Review and sign One80 Intermediaries Disclosure Form – Bowen Insurance

- a) Bowen asked for the Board to consider signing the disclosure form presented last week.
- b) He stated it does not obligate the County, but it does lock in our stop/loss carrier One80 Intermediaries in the event something reported during the month of April that could be harmful to the renewal.
- c) The amounts presented to the Board would commit One80 Intermediaries to the amounts as provided to the Board.
- d) McMurray reviewed the form and stated it is a standard disclosure form.

9:36 AM **Motion and Action:** Authorize signatures on One80 Intermediaries Disclosure Form as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

21) 9:46 AM Review and Approve Idaho National Guard Vulnerability Testing – Pigford

- a) This testing should be completed every two to three years.
- b) The National Guard will give a full report within 60 days so there is the opportunity to correct any issues that may be found.

9:58 AM **Motion and Action:** Approve Idaho National Guard Vulnerability Testing as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

22) 9:58 AM Review and Approve Cost primary internet connection increase upgrade – Pigford

- a) I.T. Director Pigford presented the proposal and benefits of an upgrade in internet connections.
- b) He investigated our data usage and time needed to backup our data to the cloud at our current speed compared it to less time needed after the proposed upgrade.
- c) Commissioner Searle wants to meet with IT to review fiber infrastructure to be assured we have what is necessary to achieve appropriate speeds.

10:16 AM Prosecuting Attorney Larsen joined meeting

23) 10:15 AM Approve 2025 Cooperative Law Enforcement Operating and Financial Plan and modification of USFS grant 23-LE-11041400-003 – K. Horak

10:16 AM **Motion and Action:** Authorize the chairman's signature on the 2025 Cooperative Law Enforcement Operating and Financial as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

CASSIA COUNTY COMMISSION

REGULAR SESSION

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- 24) 12:10 PM Discussion of Personnel Policy, Title VI and ADA policy related matters and password policy
- a) Clerk Larsen discussed research he had done with other elected clerks regarding the Department of Transportation's requirement for a Title VI Non-Discrimination plan in place. There were very few reports of discrimination and he expressed no concern with carrying forward as the Cassia County Title VI Coordinator.
 - b) The board is still waiting on the password policy updates before finalizing changes.
 - c) Clerk Larsen reported on the large number of County employees who had not finished or who had not even started a timecard for the past pay period. The Auditor's Office will provide the Board with a report of those not complying with the Auditor's Office critical time schedule for payroll processing.
 - d) Some counties have remedied time card reporting difficulties by reverting back to a physical or digital timeclock requirement to assure promptness and accuracy.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

- 25) 12:01 PM Review and Approve Sheriff's boathouse roof repairs
- a) Bids were reviewed for roof repairs or replacement.
 - b) The type and quality of shingles were discussed along with the potential for mitigating wind damage and the warranty associated with the roof replacement.

12:09 PM **Motion and Action:** Accept the bid from Imperial Roofing in the amount of \$19,730 to replace the roof with 40-to-50-year lifetime warranty shingles at the Sheriff's boathouse as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

12:41 PM Adjourn

12:41 PM **Motion and Action:** Adjourn, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - 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 "Ricki Tkachyk", written over a horizontal line.

Ricki Tkachyk

SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS

55% 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)	4,674,940.00	2,531,371.80	4,283.31	2,143,568.20	46%
0002 ROAD & BRIDGE	712,675.00	172,013.29	2,672.56	540,661.71	76%
0008 JUSTICE FUND	14,689,453.00	7,246,875.75	53,408.66	7,442,577.25	51%
0012 M-C MISDEMEANOR PROBATION	1,328,670.00	720,364.08	54.00	608,305.92	46%
0020 REVALUATION	402,310.00	198,742.27	7,064.37	203,567.73	51%
0027 NOXIOUS WEED & PEST	489,730.00	165,018.16	3,820.00	324,711.84	66%
0029 PHYSICAL FACILITIES	12,423,860.00	222,047.36	1,548.66	12,201,812.64	98%
0048 EMPLOYEE BENEFITS FUND	3,894,840.00	1,942,338.31	54,875.70	1,952,501.69	50%
Total Amount Paid			127,727.26		

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

4-21-2025



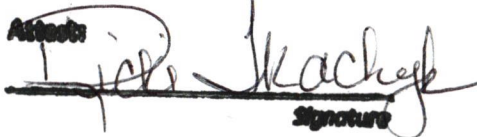
COMMISSIONER



COMMISSIONER



COMMISSIONER

Attest: 

Signature

4/21/25

Name

Date

☒ Deputy Clerk ☐ Clerk of the Board

* WARNING: This fund is over budget

Cassia County Commissioner Meeting

Attendance Log

Date: 4/21/25

NAME (Please Print)	TOWN	REPRESENTING
1. Casar Hamman	Burley	Burley Fire
2. Kelly Brown	Burley	Burley Ins
3. J. Thompson		CEO
4. Ean Pigford		IT
5. Jason Jones	Burley	Self
6. JOE LARSEN	Burley	CLERK
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