Cassia County Board of Commissioners
SPECIAL MEETING MINUTES
Wednesday, October 15, 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) 9:03 AM Call to order
2) Pledge of Allegiance and prayer
3) 9:05 AM Roll call

Roll Call.

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

4) 9:05 AM Calendar, meetings, committee reports, and correspondence were reviewed.
5) 9:11 AM Approve payables for 10/15/2025

9:11 AM **Motion and Action:** Approve payables for FY2025 in the amount of $303,029.48 as presented on 10/15/2025, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

9:13 AM **Motion and Action:** Approve payables for FY2026 in the amount of $50,275.76 as presented on 10/15/2025, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

6) 9:16 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

9:16 AM **Motion and Action:** Approve Clerk's Office recommendations to approve 16 junior college Certificates of Residency as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

7) 12:26 PM Executive Sessions

12:27 PM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider personnel issues and Idaho Code § 74-206 (1) (d) to consider records that are exempt from public disclosure, **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.

12:47 PM Upon exit of Executive Session, the board took the matter under advisement.

Instrument # 2025003953
BURLEY, CASSIA, IDAHO
10-20-2025 11:22:00 AM No. of Pages: 9
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00
Ex-Officio Recorder Deputy
Index to: COMMISSIONERS MINUTES

12:47 PM **Motion and Action:** Approve recommendations of the Social Services Director regarding indigent matters, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

8) 9:17 AM Review for approval invoice from IAC (Idaho Association of Counties) for FY2026 IAC Dues, FY2026 NACo (National Association of Counties) dues, and FY2026 IAC Natural Resources Policy and Litigation Fund Assessment
   a) There was discussion that additional information would be needed regarding the FY2026 IAC Natural Resources Policy and Litigation Fund request for funding prior to authorizing that expenditure.
   b) It was determined that payment be authorized for the FY2026 IAC Dues as well as the 2026 NACo dues, for a total authorized payment amount of $15,150.38.

9:20 AM **Motion and Action:** Authorize the payment of the FY2026 IAC dues in the amount of $14,657.38 and the 2026 NACo dues in the amount of $493.00 for a total authorized payment of $15,150.38 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

9) 9:22 AM Review and approve equipment purchase from Wireless Access Technologies for CCSO
   a) A proposal to replace the mobile transmittal equipment for the patrol units was presented.
   b) The purchase would include 20 units, and would include extended warranty coverage for five years.
   c) Searle discussed that the expenditure was included in the sheriff's budget and that they will replace the computers currently in the vehicles.

9:57 AM **Motion and Action:** Approve the purchase of the 20 mobile computers for the sheriff's office in the amount of $78,094.40 from Wireless Access Technologies as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

10) 9:25 AM Review and adopt 2025 Cassia County Hazard Mitigation Plan – CCSO

9:29 AM **Motion and Action:** Approve and adopt the 2025 Cassia County Hazard Mitigation Plan as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

11) 10:46 AM Review and sign Companion Life Application
   a) Kelly Bowen from Bowen Insurance Group stated this contractual agreement was for the stop loss renewal presented this past May during budget time. He said it was agreed to by the Commissioners this past July for the Cassia County Employee Benefit plan for the 2025-2026 benefit year.
   b) Companion Life is who we currently have our stop loss insurance plan with and this agreement specifically states the contractual amount of the agreement discussed with the Commissioners.
   c) Commissioners Kunau and Searle noted that they were satisfied with the information presented. The Commissioners voted on approval of the agreement without a formal motion.
12) 9:35 AM Discuss options for Sears Lane, determine course of action
   a) Zoning Administrator Kerry McMurray discussed that Jeff Gregerson owns property on both sides of Sears lane, and has requested that the east side of the lane be vacated. McMurray reviewed options ranging from a modification of the lane or vacating it.

b) Todd Quast from the Building and Zoning Department discussed that if the lane is vacated that the address must be reassigned which could present some challenges for the property owner for package and mail delivery as well as response of emergency services.
c) McMurray explained that if they plan to vacate or realign Sears Lane, that they must pass a resolution and have a public hearing to entertain public comment on the matter. The Board recommended that McMurray proceed towards the vacating of Sears lane.

13) 11:03 AM Discuss and set dates for hearings on area of city impact requests
a) McMurray proposed that hearings be held in the evenings, recommending the hearing for the City of Burley impact area be held on 11/10/2025 at 6:00 PM, and for the City of Albion and the City of Declo on 11/17/2025 at 6:00 PM.
b) Chair Beck discussed that they had requested additional information from the City of Burley regarding their proposed impact area that had not been responded to. Beck was hesitant to schedule a hearing until he'd received that additional information related to the expansion of the city services to the impact area to be expanded.
c) Trevor Reno, Chair of the City of Burley Planning and Zoning Commission, spoke regarding any expansion of services into the impact zone. He discussed the differing requirements for rural subdivisions as opposed to city subdivisions related to water, sewer, streets, curb and gutter. Reno discussed that it was his understanding that if public utilities are readily available to those developing property within the impact area that they would have to connect to the city water and sewer services.
d) Chair Beck recommended that they move forward with the meeting for the City of Albion and the City of Declo and suggested that they revisit the City of Burley's request before proceeding.

14) 12:22 PM Review and sign letter to Minidoka County regarding juvenile detention
a) Chair Beck reviewed a letter received from Minidoka County for juvenile detention services.
b) 12:48 PM A letter responding to the Minidoka County was prepared by McMurray.

12:48 PM **Motion and Action:** Approve the letter to be sent to Minidoka County Commissioners for Juvenile Detention, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

15) 9:30 AM Consider Flu Shot Clinic – Karla Adams
a) Adams discussed an upcoming planned flu shot clinic.
b) There is no cost to employees and their dependents that are covered under the MBA insurance plan.
c) Adams discussed that flu shots for family members not insured by MBA would be available at a cost of $35.00 per person, which represents a significant savings when compared to other providers.

9:32 AM **Motion and Action:** Approve the effort of the Urgent Care of Idaho to provide us with a flu shot clinic, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

16) 9:50 AM Consider purchase of KVM (keyboard, video, mouse) for Sheriff's Office – IT Dept

9:51 AM **Motion and Action:** Approve the purchase of a KVM for the Sheriff's Office in an amount not to exceed $1,200.00 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

17) 10:50 AM Review and approve health plan amendment

a) Two amendments to the Cassia County Employee Benefit Plan were presented by MBA and Kelly Bowen Insurance Group. It was noted that amendment two will require revision to better coincide with payroll deductions for coverage. Amendment two will be presented at a future date.
b) Amendment three was for GLP-1 related coverage for weight loss. Specifics were discussed and included the coverage, limits, and noted that deductibles are waived.
c) Phyllis Merrill from MBA discussed that provider visits are included as a benefit for part of the treatment plan, subject to stated limits.

11:02 AM **Motion and Action:** Approve Amendment number three for the plan document dated 1/1/2023 Cassia County Employee Benefit Plan as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

18) 10:01 AM **Hearing:** H & E Holdings case # 2025-03-CU/CAFO

10:01 AM **Motion and Action:** Enter into a hearing for the proposed CAFO permitting of H & E Holdings, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

a) H&E Holdings LLC of Oakley, Idaho has applied for a conditional use permit and CAFO permit with a variance to develop a new CAFO and add it to an existing grandfathered feedlot operation. The property will be owned by H&E Holdings but will be operated by Three Bar Cattle Company.
b) It was noted that the existing site has a recognized grandfathered operation that allows for 3,000 head of cattle on 229.16 acres. The new proposal is to permit 6,191.38 animal units and will include corrals and manure management systems which are proposed to be installed north of the grandfathered site. All of this is proposed to be located in an area that is zoned Multiple Use (MU).
c) The proposal dedicates 3,095.69 acres of ground to the operation to meet the two animal units per acre requirement for the new CAFO permit.
d) The matter was previously heard by the Planning and Zoning Commission on 7/17/2025. Following that presentation and public comment the Planning and Zoning Commission recommended that the proposed application be approved with conditions. Written recommendation was received by the Board on Monday 8/25/2025 as from the Planning and Zoning Commission as Resolution 2025-06 requesting that the Board hold a public hearing on the matter.
e) A slide show was reviewed detailing the project. The specifics of the proposed project were discussed and included items related to the nutrient management plan, air quality, pests, cleanliness, weed management, roads, and water rights.
f) Commissioner Searle asked if there had been any objections to the project. McMurray replied that there had been no letters objecting to the project received by his office.
g) Chair Beck asked if any person present wished to offer any further testimony on the matter, with no one offering additional testimony.

10:39 AM **Motion and Action:** Close the hearing for the proposed CAFO permitting for H & E Holdings case # 2025-03-CU/CAFO, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

h) McMurray suggested that they adopt Planning and Zoning's findings of fact and conditions with the additional condition to comply with the road development agreement, and that he could then prepare a suitable resolution for the next meeting.

10:44 AM **Motion and Action:** Approve the recommendations of Planning and Zoning Resolution # 2025-06 for case # 2025-03 CU/CAFO with the condition of the Oakley Highway District road agreement that was entered into on 10/6/2025 as presented. **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

19) 11:17 AM Building bid review and acceptance – Gary Jones Construction
   a) Jason Jones discussed that the preliminary budget had been $11,700,000.00. There were several revisions made during the final review, resulting in an updated guaranteed maximum budget of $12,250,000.00.
   b) It was noted that the concrete security bollards, security features scope of work and the sally port area fencing with access control and necessary improvements were excluded from the total.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

20) 12:49 PM Consider payment request from Bowen Insurance Group for open enrollment prizes.
   a) The Board had discussed a request received from Bowen Insurance for $750.00 to fund the purchase of prizes for the upcoming Open Enrollment meetings.
   b) It was discussed that a BBQ grill had already been purchase as approved by Chair Beck for a grand prize in the amount of about $300.00. The Board had previously considered setting the budget at $550.00 for this matter.

12:52 PM **Motion and Action:** Approve the expenditures of up to $750.00 for the door prizes for the annual open enrollment meetings for health insurance, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

   c) It was clarified that the $750.00 total authorized expenditures for the open enrollment prizes would include the $300.00 that had already been expended for the grand prize; leaving a balance of $450.00 to be spent for prizes by the Bowen Insurance Group.

21) 12:54 PM Adjourn

12:54 PM **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:

Sharene Ahlin

Cassia County Commissioner Meeting

Attendance Log

Date: 10-15-2025

	NAME (Please Print)	TOWN	REPRESENTING
1.	Trac Bibby	Burley	
2.	Trevor Reno	Burley	
3.	JASON Jones	Burley	
4.	Ean Pigford		IT
5.	Valene Cauhorn, AGPRO	TWF	H&E Holdings
6.	Mart Adams	Burley	Assessor
7.	Kevin Horsley		CCSO
8.	Eric Mathews	Oakley	Matthews Land Dev LLC
9.	Don Christopherson		Gary Jones Construction
10.	Caden Hamilton		Gary Jones Construction
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FY2025

SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS **102% 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	4,460,572.03	102,129.45	214,367.97	5%
0002 ROAD & BRIDGE	712,675.00	481,614.16	2,444.52	231,060.84	32%
0006 DISTRICT COURT	370,335.00	349,144.61	3,054.67	21,190.39	6%
0008 JUSTICE FUND	14,689,453.00	13,723,186.50	71,936.38	966,266.50	7%
0012 M-C MISDEMEANOR PROBATION	1,328,670.00	1,340,781.56	10,747.85	-12,111.56	-1%
0013 911 COMMUNICATIONS	819,250.00	295,773.97	9,694.99	523,476.03	64%
0015 CONSOLIDATED ELECTIONS	330,875.00	131,562.34	1,423.74	199,312.66	60%
0020 REVALUATION	402,310.00	368,302.99	958.25	34,007.01	8%
0025 WATERWAYS	84,000.00	22,086.14	96.00	61,913.86	74%
0027 NOXIOUS WEED & PEST	489,730.00	362,206.69	35,548.42	127,523.31	26%
0028 SNOWMOBILE	32,475.00	24,868.12	45.55	7,606.88	23%
0033 COURT FACILITIES FUND	3,000.00	2,625.91	1,059.95	374.09	12%
0048 EMPLOYEE BENEFITS FUND	3,894,840.00	3,369,516.40	63,325.38	525,323.60	13%
0053 NARCOTICS SEIZED ASSETS FUND	30,000.00	10,736.79	564.33	19,263.21	64%
		Total Amount Paid	**303,029.48**		

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 10-15-2025

COMMISSIONER COMMISSIONER COMMISSIONER

Attest:
Sharene Ahlin
Signature
Sharene Ahlin
Name
10/15/2025
Date
☒ **Deputy Clerk** ☐ **Clerk of the Board**

*** WARNING: This fund is over budget**

FY2026

SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

UNPAID CLAIMS GENERAL GOVERNMENT FUNDS **3% OF FISCAL YEAR ELAPSED**

Fund	Budget	Actual	Demand/Claims Amt	Budget Remaining	% Budget Remaining
0001 GENERAL FUND (CURRENT EXPENSE)	5,093,499.00	309,917.55	19,957.20	4,783,581.45	94%
0002 ROAD & BRIDGE	712,150.00	5,456.08	259.17	706,693.92	99%
0008 JUSTICE FUND	15,639,677.00	324,569.58	6,198.84	15,315,107.42	98%
0012 M-C MISDEMEANOR PROBATION	1,390,000.00	32,570.53	825.00	1,357,429.47	98%
0032 PREVENTIVE HEALTH FUND	277,000.00	0.00	23,035.55	277,000.00	100%
		Total Amount Paid	**50,275.76**		

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 10-15-2025

COMMISSIONER COMMISSIONER COMMISSIONER

Attest:
Sharene Aulin
Signature
Sharene Aulin
Name
10-15-2025
Date
☒ Deputy Clerk ☐ Clerk of the Board

* WARNING: This fund is over budget