Cassia County Board of Commissioners
REGULAR MEETING MINUTES
Monday, December 8, 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) 9:00 AM Call to order
2) Pledge of Allegiance and prayer
3) 9:01 AM Appointment of acting chair

Motion and Action: Approve appointment of Bob Kunau as acting chair, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed.

4) 9:02 AM Roll call

Roll Call.

Present: Kent R. Searle - Member, Bob Kunau – Member, Leonard M. Beck – Member (via Zoom with limited audio connectivity until 10:00 AM), Kerry McMurray - Assistant to Board (Not voting), Sharene Ahlin - Deputy Clerk (Not voting)

5) 9:03 AM Calendar, meetings, committee reports, and correspondence were reviewed.
6) 9:06 AM Approve payables for 12/8/2025

9:06 AM **Motion and Action:** Approve payables in the amount of $370,442.81 as presented on 12/8/2025, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Acting Chair. Motion passed.

7) 9:07 AM Approve minutes from 11/10/2025 and 11/17/2025

9:07 AM **Motion and Action:** Approve minutes from 11/10/2025 as presented, **Moved by** Bob Kunau - Acting Chair, **Seconded by** Kent R. Searle - Member. Motion passed.

9:08 AM **Motion and Action:** Approve minutes from 11/17/2025 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Acting Chair. Motion passed.

8) 9:09 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

9:09 AM **Motion and Action:** Approve Clerk's Office recommendations to approve 29 and deny one junior college Certificates of Residency as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Acting Chair. Motion passed.

Instrument # 2025004909
BURLEY, CASSIA, IDAHO
12-23-2025 02:16:25 PM No. of Pages: 07
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00
Ex-Officio Recorder Deputy
Index to: COMMISSIONERS MINUTES

9) 9:10 AM Personnel Matters - Change of Status Requests
   a) Snowmobile – Antonio J. Bernad – PT Snowmobile Groomer

9:12 AM **Motion and Action:** Approve Change of Status Requests as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau – Acting Chair. Motion passed.

10) 9:18 AM Executive Sessions

9:18 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) (d) to consider records that are exempt from public disclosure, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Acting Chair.
Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 2).
Yes: Kent R. Searle - Member, Bob Kunau - Acting Chair.

10:00 AM Upon exit of Executive Session, the board took the matters discussed under advisement.

11) 10:19 AM Review and approve track replacement on snow groomer for Snowmobile Dept.
   a) It was discussed that the track replacement had not been anticipated and thus was not budgeted for.
   b) Snowmobile does have sufficient revenue in their fund balance to cover the expenditure.
   c) Deputy Auditor Michelle Wallace discussed that a budget amendment following the end of FY2026 will be necessary.

10:21 AM **Motion and Action:** Approve the replacement of tracks for the snow groomer in the amount of $32,499.37 as presented, **Moved by** Leonard M Beck - Member, **Seconded by** Bob Kunau – Acting Chair. Motion passed.

12) 10:16 AM Review and approve Resolution No. 2025-025 amending provisions of personnel policy regarding per diem rates

10:19 AM **Motion and Action:** Approve Resolution No. 2025-025 amending provisions of personnel policy regarding per diem rates as presented, **Moved by** Leonard M. Beck - Member, **Seconded by** Bob Kunau – Acting Chair. Motion passed.

13) 10:08 AM Sign certificates for tax exemptions for fuel sales from Parkland USA Corporation

10:08 AM **Motion and Action:** Approve signing the certificates with Parkland USA for tax exemptions as presented, **Moved by** Leonard M. Beck - Member, **Seconded by** Bob Kunau – Acting Chair. Motion passed.

SCHEDULED ACTION AGENDA ITEMS

14) 9:15 AM Reports from VSO
   a) VSO Charles Driscoll reported that they were able to provide Thanksgiving dinner food items and additional grocery items to 11 families. They were also able to provide a warm Thanksgiving meal to a homeless veteran.

b) Driscoll reported that his office is preparing to assist eight families with Christmas meal items.

9:45 AM Commissioner Searle departed the meeting.

15) 10:00 AM Review FY2025 Snowmobile Financial Report - Auditor's Office
   a) Report was reviewed for the Board by Deputy Auditor Michelle Wallace.
   b) She noted that the report had already been signed by Clerk Joseph W. Larsen and that the report did not require a signature of the Chair.

16) 10:01 AM Review and approve FY2025 Vessel/Justice Financial Report - Auditor's Office
   a) Deputy Auditor Wallace reviewed the report for the Board. She stated that the Chair's signature would be necessary.
   b) The funds remaining can be used for future program expenses boat launches, dive equipment, supplies and maintenance, etc.

10:03 AM **Motion and Action:** Accept and approve the vessels report as presented, **Moved by** Leonard M. Beck - Member, **Seconded by** Bob Kunau – Acting Chair. Motion passed.

17) 10:03 AM Review and approve FY2025 Annual Road & Street Financial Report - Auditor's Office
   a) Deputy Auditor Wallace reviewed the report for the Board.
   b) She explained that the form would require the signatures of all three commissioners, with signatures also required electronically from each commissioner.

10:07 AM **Motion and Action:** Authorize all commissioners to sign the FY2025 Road and Street Report as presented, **Moved by** Leonard M. Beck - Member, **Seconded by** Bob Kunau – Acting Chair. Motion passed.

18) 10:09 AM Approve and sign Equitable Sharing Agreement and Certification – Horak
   a) Undersheriff Kevin Horak discussed that the report is for federal narcotics asset forfeitures.
   b) The balance in the account is $3,458.86 and it was noted that no fund had been expended in FY2025.

10:10 AM **Motion and Action:** Approve and sign the Equitable Sharing Agreement and Certification as presented, **Moved by** Leonard M. Beck - Member, **Seconded by** Bob Kunau – Acting Chair. Motion passed.

19) 10:27 AM Discuss for approval two Widow's Benefit Applications for Stevenson and Parton
   a) Treasurer Laura Greener discussed that she had received two applications for assistance from the Widow's Benefit Trust fund. She advised that there would only be one application presented for consideration at this time, with the other one for Parton to be placed on the next meeting agenda.
   b) A request was made to cancel penalty, interest and solid waste fees in the amount of $115.17.
   c) A payment from the Widow's Benefit Trust Fund was requested in the amount of $826.00.
   d) It was specified that applicants may only apply for assistance from the Widow's Benefit Trust one time.

10:39 AM **Motion and Action:** Approve the request of the widows benefit trust to pay the $826.00 as presented, **Moved by** Leonard M. Beck - Member, **Seconded by** Bob Kunau - Chair. Motion passed.

10:39 AM **Motion and Action:** Approve the cancellation of penalty and interest on the 2024 specials of $12.05, penalty and interest on the base amount of $55.12 for 2024, as well as cancellation of special fees for solid

waste charge in the amount of $48.00 as presented, **Moved by** Leonard M. Beck - Member, **Seconded by** Bob Kunau - Chair. Motion passed.

20) 10:12 AM Construction project status report and items for concern - Gary Jones Construction
    a) Chad Gill discussed that the basement backfill process has begun. A saturated soft spot was found where the previous building had been located. The soft area was removed and compacted concrete and fabric have been installed. A small price change was reported to be presented in the coming week.
    b) Compaction testing will be done for the footings towards the end of the week.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

21) Proposed County building discussion – There was no discussion.
22) 10:43 AM Adjourn

10:43 AM **Motion and Action:** Adjourn, **Moved by** Leonard M. Beck - Member, **Seconded by** Bob Kunau – Acting Chair. Motion passed.

APPROVED:

Leonard M. Beck, Chair

DEPUTY CLERK OF THE BOARD:

Sharene Ahlin

SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS **19% 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)	5,093,499.00	975,008.06	33,637.61	4,118,490.94	81%
0002 ROAD & BRIDGE	712,150.00	53,269.23	2,111.33	658,880.77	93%
0006 DISTRICT COURT	399,326.00	63,235.36	6,552.64	336,090.64	84%
0008 JUSTICE FUND	15,639,677.00	2,280,958.01	121,697.88	13,358,718.99	85%
0012 M-C MISDEMEANOR PROBATION	1,390,000.00	202,884.99	6,309.43	1,187,115.01	85%
0013 911 COMMUNICATIONS	954,840.00	5,671.82	9,685.84	949,168.18	99%
0015 CONSOLIDATED ELECTIONS	367,010.00	12,482.98	3,144.78	354,527.02	97%
0016 SOCIAL SERVICES-ASSISTANCE	99,000.00	2,557.00	2,973.98	96,443.00	97%
0020 REVALUATION	468,000.00	73,896.34	468.64	394,103.66	84%
0027 NOXIOUS WEED & PEST	518,550.00	120,584.98	64,159.63	397,965.02	77%
0028 SNOWMOBILE	37,620.00	45.45	718.32	37,574.55	100%
0029 PHYSICAL FACILITIES	12,531,140.00	46,279.99	7,157.35	12,484,860.01	100%
0033 COURT FACILITIES FUND	5,500.00	294.84		5,205.16	95%
0048 EMPLOYEE BENEFITS FUND	4,295,615.00	696,867.51	111,595.40	3,598,747.49	84%
0053 NARCOTICS SEIZED ASSETS FUND	30,000.00	1,541.76	229.98	28,458.24	95%
		Total Amount Paid	**370,442.81**		

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 12-8-2025

Edward M Buck
COMMISSIONER

Bob Kunau
COMMISSIONER

COMMISSIONER

Attest:
Sharene A
Signature
Sharene Ahlin
Name
12-15-2025
Date
☒ Deputy Clerk ☐ Clerk of the Board

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

Cassia County Commissioner Meeting

Attendance Log

Date: 12-08-2025

NAME (Please Print)	TOWN	REPRESENTING
1. Jason Janes		
2. Chuck Driscoll	Burley	VSO
3. Michelle Wallace	Rupert	Auditors Office
4. Kevin Horak		CCSO
5. Chad Gill	Burley	GJC
6. Laura Greener	Burley	Treasurer
7. Amanda Lucio	Burley	
8. Amy Stevenson	Burley	
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