Cassia County Board of Commissioners
REGULAR MEETING MINUTES
Monday, December 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) 9:00 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.
5) 9:12 AM Approve payables for 12/15/2025

9:15 AM **Motion and Action:** Approve payables in the amount of $428,871.60 as presented on 12/15/2025, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

6) 9:17 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

9:17 AM **Motion and Action:** Approve Clerk's Office recommendations to approve two junior college Certificates of Residency as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

7) 9:18 AM Personnel Matters - Change of Status Requests
   a) Mini-Cassia Criminal Justice Center - Jireh Seamons - Uncertified Detention Deputy - Transfer
   b) Mini-Cassia Criminal Justice Center - Luis Juarez - Senior Deputy - voluntary resignation

9:19 AM **Motion and Action:** Approve Change of Status Requests as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

8) 9:42 AM Executive Session

9:42 AM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider personnel issues, Idaho Code § 74-206 (1) (d) to consider records that are exempt from public disclosure, 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.

Instrument # 2025004910
BURLEY, CASSIA, IDAHO
12-23-2025 02:18:26 PM No. of Pages: 9
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00
Ex-Officio Recorder Deputy
Index to: COMMISSIONERS MINUTES

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 3).
Yes: Kent R. Searle - Member, Bob Kunau - Member, Leonard M. Beck - Chair.

10:04 AM Upon exit of Executive Session, the board took the matter under advisement.

11:12 AM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider personnel issues, **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.

11:37 AM Upon exit of Executive Session, the board took the matter under advisement.

9) 9:21 AM Make determination on Juvenile Detention options
   a) Twin Falls County requested an update on the matter. Mr. McMurray was asked to research whether all the questions the board asked have been answered.
   b) The matter will be brought before the board again next week for decision.
10) 9:24 AM Receive Dot Foods, Inc.'s application for IC 63-602NN business exemption and set public meeting
   a) A public meeting was set for 12/22/2025 at 1:30 PM.

SCHEDULED ACTION AGENDA ITEMS

11) 9:30 AM Review and approve Ramsey Heating & Electric invoice from FY2025
   a) The work had been previously approved and the work was done in July.
   b) Ramsey Heating and Electric discovered that they had not submitted an invoice for payment following the completion of the work.
   c) Since FY2025 has been closed, the funds will be paid out of the physical facilities budget for FY2026.

9:34 AM **Motion and Action:** Approve expenditures of $8,900.00 to Ramsey's for approved work done in July of 2025 to come out of the FY2026 budget, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

12) 9:35 AM Sign letter to POST notifying of Probation Department changes
   a) POST requested a letter from the board notifying them of the probation department changes going from a dual county to single county and the name change in order to accept officers for the Juvenile Probation POST training in July.

9:38 AM **Motion and Action:** Approve the letter to POST notifying them of probation department changes for Cassia County, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

13) 9:38 AM Sign annual Culligan water contract for Misdemeanor Probation
   a) The annual water agreement for their office increased this year that included a new water cooler.

9:40 AM **Motion and Action:** Approve the commercial customer agreement between Misdemeanor Probation Office and Culligan Water for 2026 calendar year for $110.00, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

14) 10:04 AM Continue **hearing** for City of Albion Impact Area

10:04 AM **Motion and Action:** Continue the public hearing for the City of Albion Impact Area, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

a) Trevor Reno from City of Burley Planning and Zoning gave brief general testimony on how impact area planning is used by the City of Burley's planning and zoning department.
b) McMurray listed documents to be recognized that were received after the previous hearing.
c) Searle noted the opposition expressed adding that the split parcels matter needed to be addressed immediately.
d) 10:15 AM Public comment was offered by Earl Worthen, Pat Field, and Dave Perry who are property owners. They reiterated the reasons for their opposition to the plan. Mr. Worthen cited a court case from 2022 regarding a water study that was conducted. Mr. Field clarified the difference in domestic wells and irrigation wells and stated that homeowners are abusing their wells for unintended water usage. Mr. Perry was unaware that the City of Albion had already reduced their proposed impact area from initial plans to compromise with the residents. He also argued that more than the allowable light industrial work was being conducted for developments.

10:35 AM **Motion and Action:** Close the public hearing on the proposed Albion Impact Area, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

15) 10:35 AM Continue **Hearing** for City of Burley Impact Area

10:35 AM **Motion and Action:** Enter into the continuation hearing for the City of Burley Impact Area, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

a) Property owners Leroy Funk, Trevor Reno, and Kimberlee Harris gave testimony on their positions. Mr. Funk and Ms. Harris were against it. Mr. Reno, also representing City of Burley interests remained neutral in his remarks.
b) City of Burley officials Brett Boyer, Trevor Reno, and Bryan Reiter answered questions about available infrastructure and sewer treatment systems. They estimated the annual city growth to be about 1.5%.
c) Mr. Reiter said a water usage study was being conducted and the results will be available in a month comparing the water usage of a residence on city services versus what is allowable usage at the county level.

11:04 AM **Motion and Action:** Close the hearing on the proposed City of Burley Impact Area, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

d) 12:38 PM Mr. McMurray reminded the board that a decision needed to be made soon in order to prepare the required ordinances before the deadline of 12/31/2025. The board agreed to render a decision on both city matters at the next regular meeting held on 12/22/2025 at 11:30 AM and 11:45 AM respectively.

16) 11:05 AM Construction project status report and items of concern – Gary Jones Construction
    a) Don Christopherson reported that the back fill after tearing down the public defender's old office had been completed.
    b) The excavation of the perimeter has started and they hoped to pour footings this week if the weather held out.
17) 11:37 AM Zone amendment **hearing** on Harper application

11:37 AM **Motion and Action:** Enter into a public hearing for a zone amendment hearing, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

a) The Chair recited procedures for hearing. The application is to request a change from prime agricultural to residential agricultural zoning. Application was presented by Neil Harper.
b) The subject parcel is too awkward to be farmed efficiently due of size and shape.
c) No public comment was entered into the record for either opposition or support.

12:05 PM **Motion and Action:** Approve the zoning amendment change on Application 2025-11-ZA and adopt the findings of the Cassia County Planning & Zoning Commission of Resolution 2025-012, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

12:08 PM **Motion and Action:** Close the public hearing for the zoning amendment, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

18) 12:09 PM Review Widow's Benefit correction for Stevenson
    a) The presentation from last week contained errors in calculations.
    b) The corrected amount being requested is $874.00 to be paid by the Widow's Benefit Trust, $48.00 in specials to be cancelled, and $70.41 in late fees and interest to be cancelled.

12:15 PM **Motion and Action:** Rescind motion made on 12/8/2025 that approved paying $826.00 from the Widow's Benefit Trust, canceling $48.00 in solid waste fees and $67.17 in late fees and interest on the Stevenson property, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

12:16 PM **Motion and Action:** Approve paying from the Widow's Benefit Trust for property RP10S22E248952 $874.00, and cancel the $48.00 solid waste fee and $70.41 in late fees and interest, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

19) 12:17 PM Consider cancellation of 2025 property taxes for approved Homeowner's Exemptions
    a) Treasurer Greener provided a list of twelve properties requesting cancellation of taxes for approved Homeowners Exemptions.

12:19 PM **Motion and Action:** Cancel the 2025 property tax for the twelve approved Homeowners Exemptions as presented, in the amount of $7,514.58, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

20) 12:20 PM Consider cancellation of 2024 property taxes for RPBHL210050080

12:24 PM **Motion and Action:** Cancel 2024 property taxes for RPBHL210050080, for the Homeowners exemption of $952.44 and HTR credit of $245.58, for a total of $1,198.02, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

21) 12:26 PM Consider cancellation of 2024 and 2025 property taxes for RPBGP010020080

12:31 PM **Motion and Action:** Cancel the taxes on parcel RPBGP010020080 for tax year 2024 in the amount of $952.44, the HTR credit for 2024 in the amount of $161.86, and HTR credit on the 2025 property tax year of $114.26, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

22) 11:10 AM Proposed County building discussion - Nothing at this time.
23) 12:38 PM Adjourn

12:38 PM **Motion and Action:** Adjourn, **Moved by** Bob Kunau - Member. Motion failed for lack of second.

12:43 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:

Cally Velasquez

SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS **21% 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	1,053,377.67	56,525.26	4,040,121.33	79%
0002 ROAD & BRIDGE	712,150.00	58,404.56	7,414.59	653,745.44	92%
0004 AMBULANCE SERVICES	278,425.00	25,417.25	22,979.25	253,007.75	91%
0006 DISTRICT COURT	399,326.00	74,324.00	4,734.93	325,002.00	81%
0008 JUSTICE FUND	15,639,677.00	2,559,139.89	161,705.64	13,080,537.11	84%
0012 M-C MISDEMEANOR PROBATION	1,390,000.00	227,337.42	54,567.60	1,162,662.58	84%
0018 CASSIA COUNTY FAIR	301,913.00	14,835.62	1,512.00	287,077.38	95%
0020 REVALUATION	468,000.00	81,924.98	7,560.00	386,075.02	82%
0027 NOXIOUS WEED & PEST	518,550.00	127,842.61	6,048.00	390,707.39	75%
0028 SNOWMOBILE	37,620.00	763.77	34,485.34	36,856.23	98%
0029 PHYSICAL FACILITIES	12,531,140.00	53,437.34	6,495.00	12,477,702.66	100%
0032 PREVENTIVE HEALTH FUND	277,000.00	46,071.10	23,035.55	230,928.90	83%
0048 EMPLOYEE BENEFITS FUND	4,295,615.00	737,801.95	40,934.44	3,557,813.05	83%
0098 WIDOW'S BENEFIT FUND	5,000.00	874.00	874.00	4,126.00	83%
		Total Amount Paid	**428,871.60**		

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 12-15-2025

Edward M. Bell
COMMISSIONER

Bob Kunau
COMMISSIONER

Lina R. Searle
COMMISSIONER

Attest:

Cally Velasquez
Signature

Cally Velasquez
Name

12/15/2025
Date

☒ Deputy Clerk ☐ Clerk of the Board

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

Cassia County Commissioner Meeting

Attendance Log

Date: 12-15-2025

	NAME (Please Print)	TOWN	REPRESENTING
1.	Ed./L. Wathen	Albion	W.D. 140
2.	Lara Robinson	Albion	
3.	Michelle Wallace	Rupert	Auditors
4.	Amber Prewitt	Burley	Probation
5.	Trevor Reno	Burley	Self
6.	Jasey Jones	Declo	Self
7.	Pat Field		Self
8.	Jeff Critchfield	Burley	Self
9.	Dave Perry	Albion	Self
10.	Todd Quist	Declo	Zoning & Bldg
11.	Kevin Horak		CCSO
12.	Kelly Baum	Burley	Self
13.	LeRoy Funk	Burley	Self
14.	Kymberlee Harris	Burley	Self
15.	Terri Matthews	Burley	Elaine Matthews
16.	Kathy Benson	Burley	Self
17.	Kent Benson	Burley	Self
18.	Mirella Marin	Burley	Assessors
19.	Karen Shaw	Burley	Assessor.
20.	Shawn Baker	Burley	Self
21.	Don Christopherson		Gary Jones Construction
22.	Yolanda Magana	Burley	self
23.	Alejandro Magana	Burley	self
24.	Mart Adams	Burley	Assessor

Cassia County Commissioner Meeting

Attendance Log

Date: 12-15-2025

	NAME (Please Print)	TOWN	REPRESENTING
1.	Neil Harper	Declo	Neil Harper
2.	Jarrod Thompson		Sheriff
3.	Laura Greener	Burley	Treasurer
4.	Angelina Nava	Burley	Assessor Office
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