Cassia County Board of Commissioners
REGULAR MEETING MINUTES
Monday, December 22, 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) 8:59 AM Call to order
2) Pledge of Allegiance and prayer
3) 9:01 AM Roll call

Roll Call.

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

4) 9:01 AM Calendar, meetings, committee reports, and correspondence were reviewed.
5) 9:04 AM Approve payables for 12/22/2025

9:04 AM **Motion and Action:** Approve payables in the amount of $128,917.50 as presented on 12/22/2025, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

9:05 AM Mr. McMurray joined the meeting

6) 9:06 AM Approve minutes from 11/17/2025, 11/24/2025, 11/25/2025, 12/8/2025 and 12/15/2025.

9:07 AM **Motion and Action:** Approve minutes from the special meeting on 11/17/2025 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

9:07 AM **Motion and Action:** Approve minutes from the regular meeting on 11/24/2025 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

9:09 AM **Motion and Action:** Approve minutes from the special meeting on 11/24/2025 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

9:09 AM **Motion and Action:** Approve minutes from the special meeting on 11/25/2025 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

9:10 AM **Motion and Action:** Approve minutes from 12/8/2025 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Leonard M. Beck – Chair, **Abstain:** Kent R. Searle - Member. Motion passed.

Instrument # 2026000293
BURLEY, CASSIA, IDAHO
1-26-2026 03:56:19 PM No. of Pages: 10
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00
Ex-Officio Recorder Deputy CV
Index to: COMMISSIONERS MINUTES

9:11 AM **Motion and Action:** Approve minutes from 12/15/2025 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

7) 9:11 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 five and deny one 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 Review and approval of Alcohol License application for which there is a transcribable verbatim record of the proceedings as required by Idaho Code § 23-1015.
   a) Unit 54 – transfer of ownership – Beer off premises, Retail wine

9:15 AM **Motion and Action:** Approve the Alcohol License transfer to the new owners of Adams Petroleum Co. application for license #2026-13 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

9) 9:17 AM Personnel Matters - Change of Status Requests
   a) Mini-Cassia Criminal Justice Center - Naveah Day – Uncertified detention deputy - new hire
   b) Mini-Cassia Misdemeanor Probation - Colby Andersen – Senior Probation Officer - promotion
   c) Mini-Cassia Misdemeanor Probation - Jonathan Renz - Probation Officer/FTO - promotion
   d) Mini-Cassia Misdemeanor Probation - Kale Paslay - Probation Officer/FTO - promotion

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.

10) Executive Sessions

10:24 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** 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.

10:52 AM Upon exit of Executive Session, the board took the matter under advisement.

10:52 AM **Motion and Action:** Approve the recommendations from the Assessor related to a personnel matter that is exempt from disclosure, **Moved by** Bob Kunau - Member, **Seconded by** Leonard M. Beck - Chair. Motion passed unanimously.

12:13 PM **Motion and Action:** Enter Executive Session pursuant to Idaho Code §74-206(1)(f) to communicate with legal counsel regarding pending/imminently-likely litigation and 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.

12:57 PM Upon exit of Executive Session, the board took the matter under advisement.

2:19 PM **Motion and Action:** Enter Executive Session pursuant to 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 - Member.
Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 3).
Yes: Kent R. Searle - Member, Bob Kunau - Member, Leonard M. Beck - Chair.

2:37 PM Upon exit of Executive Session, the board took the matter under advisement.

2:37 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.

11) 10:21 AM Review and approve Resolution No. 2025-026 for destruction of Assessor's Office permanent records

10:22 AM **Motion and Action:** Approve Resolution No. 2025-026 for destruction of Assessor's Office permanent records as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

12) 11:03 AM Make determination on Juvenile Detention options
    a) There was discussion regarding the number of juvenile detention days used in the last year.
    b) It was discussed that the daily rate for the Twin Falls detention center is $235.00. Minidoka has proposed an amount of $250.00 per day, with a guaranteed 2.5 beds per day or 913 beds per year.
    c) Commissioner Searle will look into the transit related costs before a determination is made.
13) 10:56 AM Review and Approve Master Challenge Cost Share Agreement with Idaho Dept. of Parks and Recreation, United States Department of Agriculture and the United States Forest Service.

10:57 AM **Motion and Action:** Authorize the chair to sign the Master Challenge Cost Share Agreement with the Idaho Dept. of Parks and Recreation as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

14) 10:58 AM Review and approve Ordinance No. 2025-12-01 rezoning Neil Harper property as Residential Agricultural zone

10:59 AM **Motion and Action:** Approve Ordinance No. 2025-12-01 rezoning the Neil Harper Property as Residential Agricultural as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

15) 12:10 PM Review and approve Summary of Ordinance No. 2025-12-01 for publication regarding rezoning decision

12:12 PM **Motion and Action:** Approve the Summary of Ordinance No. _2025-12-01 for publication as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

16) 9:20 AM Executive Session pursuant to Idaho Code §74-206 (1)(b) - to discuss personnel matters

9:20 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.

9:33 AM Upon exit of Executive Session, the board took the matter under advisement.

17) 9:33 AM Review and approve invoice from Bogue Diesel Repair for Snow Cat repairs

9:36 AM **Motion and Action:** Approve the Bogue Diesel Repairs in the amount of $2,970.69 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

18) 9:37 AM Review and approve FY2022 through FY2025 Pomerelle & Howell Canyon grooming expenditures

9:39 AM **Motion and Action:** Approve the bill for Pomerelle for Howell Canyon grooming in the amount of $20,075.00 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

19) 9:43 AM Department Head Reports including budgetary updates
   a) Reports were received from Assessor Mart Adams, Undersheriff Kevin Horak, Adult Misdemeanor Probation Director Amber Prewitt, Weed and Pest Control Supervisor Michael Ottley, Coroner Craig Rinehart, Extension Educator Grace Wittman, I.T. Director Ean Pigford, Building and Zoning Administrator Kerry McMurray and Deputy Auditor Sharene Ahlin.
   b) Items of note included:
      i) The Assessor's Office will send out exemption renewal letters to property owners that received an exemption in 2025 with a deadline to apply for an exemption for the 2026 tax year of 4/15/2026.
      ii) Undersheriff Horak spoke with Enterprise Leasing and noted that the contract costs in years 4 and 5 appears to exceed the currently estimated annual cost of $380,000. He noted that one of the jail cell blocks in currently being updated, and while it is out of use the jail census numbers will be lower.
      iii) Adult Misdemeanor Probation will have a new employee starting on 12/30/2025. Many employees will be attending training in the coming year in order to accommodate the transition of juvenile probation to be handled by Cassia County.
      iv) The Weed department employees are currently using up their compensatory time. Ottley discussed having attended a meeting regarding invasive species and expressed concern regarding a Japanese beetle that has been spotted in the Rupert and Acequia areas.

v) Coroner Rinehart received a contract from Ada County for autopsy services. He was instructed to provide it to Mr. McMurray for review prior to placing it on the agenda for consideration.
vi) The Extension office has many classes planned for January; a schedule was provided to the Board.
vii) The I.T. Department discussed that once testing of the new firewall has been completed that they will move towards switching over to the new firewall. The transition to Microsoft 365 is moving forward and the Board was told that a quote for the first half of the work may be presented as soon as mid-January. The new door access controller was installed on 12/08/2025. I.T. Director Pigford said that if anyone is having difficulties with access to reach out to the I.T. Department, Lleimi Guzman or Sarah Haynes for assistance.
viii) The Auditor's Office requested that all department heads ask their employees to update their mailing address in the CAI portal in order to ensure that W-2 forms will reach them when sent out. 1095C reporting guidelines have changed and current employees will no longer receive the forms automatically. Those employees wishing to receive a form must send a request to the Auditor's Office to request one be sent to them. Former employees will still have forms mailed to them. Details regarding this will be posted on the secure employee website and placed in the CAI web portal.

20) 10:53 AM Sign final plat for Simkins Meadow Subdivision

10:54 AM **Motion and Action:** Sign the final plat for the Simkins Meadow Subdivision as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

21) 11:00 AM Construction project status report and items for discussion - Gary Jones Construction
a) The footings have been backfilled over, and they have capped and sleeved five existing water lines.
b) They have placed blankets over the footings to ensure integrity and compaction.

22) 11:18 AM Mini-Cassia Commerce Authority periodic report - Inouye
a) Winston Inouye reviewed the various projects they have been working on.
b) Idaho freight corridors were discussed, with work considered on a bridge on 400 West Road.

11:20 AM Prosecutor Larsen joined the meeting

23) 11:32 AM Decision on City of Albion Impact Zone proposal

11:32 AM **Motion and Action:** Enter into a hearing for the City of Albion proposed Impact Zone **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

a) Commissioner Searle discussed that new subdivision development should be adjacent to the city limits.
b) Chair Beck discussed that the sewer line to Mr. Robinson's property on its way to the ponds could be included in the impact area. It was discussed that Robinson's property in question consists of two parcels, with the sewer line following down the dividing line between the two parcels.
c) Chair Beck stated that they must consider future need and noted that his opinion was that there didn't appear to be a need for a rapid expansion.
d) Commissioner Searle suggested that they answer the questions noting what is required by Idaho code. He stated that anticipated commercial and residential growth should be considered and that he didn't feel that there was substantial need for growth. He suggested that they should consider areas where the municipal public sewer and water are to be provided within five years.

e) Kunau noted that if the City of Albion will be expanding the water and sewer system that all costs of the expansion would be passed along to the developers.
f) McMurray clarified that the north Robinson property would be out of the impact area while the south Robinson property would be in the impact area. T & H Holdings LLC (Mortensen) to be out. Mr. McMurray will prepare a legal description to be included in the ordinance.

11:54 AM **Motion and Action:** Approve the impact area for the City of Albion as discussed following their proposed impact area, noting that they are removing the north Robinson property and including only the Mortensen property to the south as presented, Moved **by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

11:55 AM **Motion and Action:** Close the hearing on the Albion impact area, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

24) 11:55 AM Decision on City of Burley Impact Zone proposal

11:55 AM **Motion and Action:** Enter into a hearing for the proposed City of Burley Impact Area, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

a) There was discussion to leave the impact area as it has been, without expansion.
b) It was explained that the existing area of impact has been in place since 2002, with Searle noting that he doesn't see runaway development. Chair Beck stated that growth should be next to the city limits.

12:07 PM **Motion and Action:** Confirm the existing area of impact along with the existing rules and regulations that currently exist under county jurisdiction, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

12:10 PM **Motion and Action:** Exit the hearing for the proposed City of Burley Impact area, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

25) Reports of USFS and BLM – no reports were received.

12:57 PM **Motion and Action:** Enter into lunch recess **Moved by** Kent R. Searle - Member, **Seconded by** Leonard M. Beck - Chair. Motion passed unanimously.

1:29 PM Call to order
26) 1:30 PM Public Meeting for Dot Foods, Inc.'s application for IC §63-602NN business exemption
a) Larry Kramer from Dot Foods discussed that the expansion started in June of 2024, and was completed in July of 2025. They are requesting that the exemption begin in 2025.
b) Dot explained that they had requested that the City of Burley to create a new revenue allocation area in 2024. Representatives of the City of Burley reportedly told Dot that the improvements would not be assessed until they were completed.

c) Assessor Adams discussed that for historic projects that any application for exemption or urban renewal had been filed prior to the work being started. In this case they are asking for an exemption after the completion of a project, having noted that the Assessor's office is obligated to assess the improvements.
d) Garin Evans from the Idaho State Tax Commission stated that the timeline of the application should be kept in mind during any deliberations, noting that the application for exemption had been filed after the completion of the project. Evans explained that administrative rule 631 provides that the taxpayer must make application by April 15 of the first year that the exemption is sought. With that in mind, he stated that tax year 2025 could only be processed as a cancellation of taxes, and not as an exemption under IC §63-602NN. He further explained that the Board could probably only look at a four-year period for the exemption. It was explained that additional expansion to the project would be attributed to the newly established urban renewal revenue allocation area as increment value.
e) Deputy Appraiser Janet Molina explained that Brent Tolman had come into the Assessor's office on 6/26/2025 advising they felt that the assessment for Dot Foods was incorrect. On 6/30/2025 the Assessor's Office received an updated industrial report from DOT foods. At that point the Assessor's Office made a change to reflect the property split and ensure that the values were appropriately reported on the correct parcels. Molina said that the Assessor's office emailed the corrected valuation notices to Dot Foods and Brent Tolman on 7/8/2025.
f) It was clarified that all prior proposals for the expansion were submitted to the Burley Development Authority, not to the County.

2:11 PM **Motion and Action:** Take some time to resolve the request, perhaps 30 to 60 days to look at it, **Moved by** Bob Kunau - Member.

n) It was clarified that a motion was not necessary in the matter.
o) Motion died for a lack of a second.
p) It was determined that the request for exemption will be deliberated on during a future meeting.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

27) County building matters – matters were discussed under item #21.
28) 2:37 PM Adjourn

2:37 PM **Motion and Action:** Adjourn, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

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

22% 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	1,152,492.52	1,161.11	3,941,006.48	77%
0002 ROAD & BRIDGE	712,150.00	69,119.20	60.45	643,030.80	90%
0006 DISTRICT COURT	399,326.00	84,186.05	1,005.00	315,139.95	79%
0008 JUSTICE FUND	15,639,677.00	2,887,588.23	28,337.48	12,752,088.77	82%
0015 CONSOLIDATED ELECTIONS	367,010.00	15,627.76	145.08	351,382.24	96%
0027 NOXIOUS WEED & PEST	518,550.00	136,471.94	990.84	382,078.06	74%
0029 PHYSICAL FACILITIES	12,531,140.00	59,932.34	8,900.00	12,471,207.66	100%
0048 EMPLOYEE BENEFITS FUND	4,295,615.00	754,177.49	88,317.54	3,541,437.51	82%
		Total Amount Paid	**128,917.50**		

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 12-22-2025

COMMISSIONER

Bob Kunau
COMMISSIONER

COMMISSIONER

Attest:
Signature
Sharene Ahlin
Name
12/22/2025
Date
☒ Deputy Clerk ☐ Clerk of the Board

* WARNING: This fund is over budget

Cassia County Commissioner Meeting

Attendance Log

Date: 12/22/2025

	NAME (Please Print)	TOWN	REPRESENTING
1.	Trel Bailey	Burley	mcJDC
2.	Jason Jones	Burley	Self
3.	Trevor Renn	Burley	Self
4.	Michelle Wallace	Rupert	Auditors
5.	Amber Prewitt	Burley	Probation
6.	Michael T. Ottley	Elba	CC Rec
7.	Kevin Horan		CCSO
8.	Grace Wittman		Extension
9.	Ean Pigford		IT
10.	Matt Adams	Burley	Assessor
11.	Craig Rinehart		Coroner
12.	Ed Wathe	Albion	W.D. 140
13.	Chad Gill	Burley	GJC
14.	Brandi Perry	Albion	
15.	Dave Perry	Albion	
16.	Body & Ashlin Simkins		Self
17.	Scott & Kimberly Hanno	Burley	Self
18.	Winston Inouye	Burley	MCCA
19.	Skyler Poulsen	Albion	
20.	Spencer McArthur	Burley	City of Burley
21.	Bryan Beitia	"	" " "
22.	Janet Molina	Burley	Assessors office
23.	Robert Ruiz	Twin Falls	ISTC
24.	Gavin Evans	Twin Falls	ISTC