Cassia County Board of Commissioners
SPECIAL MEETING MINUTES
Thursday, January 8, 2026

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) 9:03 AM Roll call

Roll Call.

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

4) 9:03 AM Calendar, meetings, committee reports, and correspondence were reviewed.

9:04 AM Kerry McMurray joined the meeting.

5) 9:06 AM Approve payables for 1/8/2026

9:07 AM **Motion and Action:** Approve payables in the amount of $1,145,073.25 as presented on 1/8/2026, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

6) Approve minutes – There were none to be considered.
7) 9:09 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

9:10 AM **Motion and Action:** Approve Clerk's Office recommendations to approve two 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) 1:50 PM Personnel Matters - Change of Status Requests
   a) CCSO – Nolan McLerran – Patrol Deputy – voluntary resignation
   b) MCCJC – Morgan West – Sergeant – promotion
   c) MCCJC – Rena Moosman – Corporal – promotion
   d) CCSO – Token Kirst – Certified Patrol Deputy - certification
   e) Assessor – Brawley Williams – Assessor Data Entry Clerk – new hire

1:52 PM **Motion and Action:** Approve the five change of status requests as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

   f) Assessor – Angelina Nava – Assessor Data Entry Clerk – evaluation

Instrument # 2026000295
BURLEY, CASSIA, IDAHO
1-26-2026 04:00:21 PM No. of Pages: 8
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00
Ex-Officio Recorder Deputy CV
Index to: COMMISSIONERS MINUTES

g) Assessor – Mirella Mancias – Chief Deputy Assessor – evaluation

1:54 PM **Motion and Action:** Deny two evaluation change of status requests from the Assessor's Office, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

9) Executive Sessions

10:00 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, 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.
Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 3).
Yes: Kent R. Searle - Member, Bob Kunau - Member, Leonard M. Beck - Chair.

10:59 AM Upon exit of Executive Session, the board took the matter under advisement.

11:38 AM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider personnel issues, **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.

11:46 AM Upon exit of Executive Session, the board took the matter under advisement.

1:34 PM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider personnel issues, **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.

1:49 PM Upon exit of Executive Session, the board took the matter under advisement.

10) 11:20 AM Make a determination on Juvenile Detention options
   a) There was discussion of the costs and terms between the Minidoka facility and the Twin Falls facility. Searle and Kunau were both supportive of continuing forward with the Minidoka facility.
   b) Mr. McMurray will contact Prosecutor Larsen to prepare the contract to proceed and once prepared, the contract will be presented in a future meeting.

11:36 AM **Motion and Action:** Accept the proposal from Minidoka County for Juvenile Detention pending the review of legal counsel as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

11) 9:17 AM Review and approve Gary Jones Construction invoice
   a) Deputy Auditor Wallace reviewed an invoice received from Gary Jones Construction, and discussed a spreadsheet she had created to track the expenditures for the new office building project.
   b) The amount authorized for payment at this time was $658,792.65.

9:23 AM **Motion and Action:** Approve the invoice for payment to Gary Jones Construction in the amount of $658,792.65 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

12) 9:30 AM Sign Junk Yard License Certification for Auto Action

9:31 AM **Motion and Action:** Authorize the Chair to sign the junk yard license for Auto Action as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

13) 9:14 AM Approve Coastline Equipment invoice for repairs to Road & Bridge grader
   a) An invoice for repairs to the road grader was reviewed by Deputy Auditor Michelle Wallace.
   b) It was discussed that the repairs were needed on the aging road grader.
   c) Chair Beck stated that he has discussed the process for repairs going forward with Ryan Ward.

9:16 AM **Motion and Action:** Approve the repairs on the road grader by Coastline Equipment in the amount of $12,892.80 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

14) 9:25 AM Review and determine how to process outstanding invoices for BoCC publications
   a) Mr. McMurray discussed that there were some invoices for the Times News that have not been paid.
   b) Deputy Auditor Michelle Wallace stated that the Auditor's Office had not received the invoices mentioned. She then reviewed the process for invoices to be paid, noting that any invoices to be paid from a budget that is not accessible to the payables clerks may be sent to the Auditor's Office for entry, with appropriate instructions for processing and purpose.

9:28 AM **Motion and Action:** Authorize payment in the amount of $255.80 to the Times News for legal advertising past publications as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

15) 9:33 AM Appoint Laura Solis as member of the Mini-Cassia Board of Guardianship and Conservatorship

9:34 AM **Motion and Action:** Approve the appointment of Laura Solis to the Mini-Cassia Board of Community Guardians as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

16) 9:36 AM Consider cancellation of property taxes for approved Homeowner's Exemptions
   a) Treasurer Greener presented a request for property tax cancellation for six parcels for tax year 2025.
   b) The total amount of requested cancellation was $2,725.52.

9:39 AM **Motion and Action:** Approve the cancellation of property taxes for the approved homeowner exemptions in the amount of $2,725.52 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

9:41 AM Prosecutor Larsen joined the meeting.

17) 9:41 AM Discuss and determine Dot Foods, Inc.'s IC §63-602NN business exemption application
    a) There was discussion by Mr. McMurray that the purpose of the IC §63-602NN business exemption is to serve as an incentive for growth.
    b) Larry Kramer discussed that they had presented their request to the City of Burley and the Burley Development Authority prior to development.
    c) Prosecutor Larsen asked when Dot Foods had requested an exemption from the county. Kramer stated that they had applied for exemption in December of 2025, noting that application was made after the completion of the project. Larsen did not feel that an exemption under IC § 63-602NN would be appropriate.
    d) It was discussed that the project was completed in June or July of 2025.
    e) Kramer stated that the Burley Development Authority had agreed to provide 85% of the revenue from the intended urban renewal project tax revenue to Dot Foods.

9:58 AM **Motion and Action:** Deny the request from Dot Foods for the IC §63-602NN business exemption application as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

18) 10:15 AM Enterprise Fleet presentation for Law Enforcement vehicles - Andrew Gebhart – there was no presentation to the Board due to the poor winter road conditions.
19) 10:59 AM Board of Equalization hearing – There were no items to be considered.
20) 10:59 AM Approve submission of Community SMILES Grant for ATV training equipment - Lt. Taylor
    a) Lieutenant Shannon Taylor discussed that there is a $5,000.00 grant that is available. The deadline to file for the grant is 1/9/2026. Taylor discussed that they would like to purchase and design long sleeve t-shirts with the grant funds to use for the students that take the OHV classes offered by the Sheriff's department. He discussed that he has not started the paperwork, but will plan to do so this week.
    b) Mr. McMurray stated that it would be appropriate for a motion to be made to authorize Taylor to proceed with requesting the grant.

11:05 AM **Motion and Action:** Allow Shannon Taylor to sign the application for the Smiles Grant with his attached signature as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

21) 11:06 AM Construction project status report and items for consideration - Gary Jones Construction
    a) Chad Gill discussed that they plan to be pouring concrete on 1/16/2026 and 1/19/2026.
    b) Change orders were reviewed in the amount of $70,193.85 and were noted to include:
        i) CE #001 PMT Pedestals, both had to be dropped to below grade into a vault in the amount of $11,600.30.
        ii) CE #002 Centurylink Pedestals had to be buried and relocated in the amount of $14,443.86.
        iii) CE #003 Water Meter Mitigation, there were three additional water meters located on the property that were unaccounted for on the original plan. They had to be cut and capped according to City of Burley requirements and code, with a total amount of $11,499.05.
        iv) CE #004 Basement Backfill and compaction – the removal of the moisture in the basement area and addition of structural fill to meet the engineering requirements, in the amount of $30,008.18.
        v) CE #005 – Geotech engineering for basement moisture and compaction testing in the amount of $2,642.46.

11:19 AM **Motion and Action:** Approve change orders in the amount of $70,193.85 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

22) 11:46 AM Fair Board report
    a) Carla Beck discussed that the fair had income of $869,758.02 and expenses of $838,820.01; for a net gain of $30,938.01
    b) With the support of the sponsors, they were able to get the new livestock barns completed.
    c) The horse racing fund revenues were received from the State of Idaho for both 2024 and 2025, reflecting a higher than anticipated revenue.
23) Lunch with the Fair Board at Perkins - 800 N. Overland, Burley
    a) Fair Board members in attendance: Trevor Stapleman, Tony Holt, Todd Powers and Carla Beck.

11:51 AM **Motion and Action:** Recess for lunch, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

24) 1:34 PM Reconvene
25) 1:57 PM County building matters
    a) Commissioner Kunau will meet with Jones Construction representatives to discuss the doors and signage for the new building in the next week.
26) 2:02 PM Adjourn

2:02 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

SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS

27% 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	1,320,803.07	100,825.89	3,772,695.93	74%
0002 ROAD & BRIDGE	712,150.00	77,949.17	7,061.58	634,200.83	89%
0006 DISTRICT COURT	399,326.00	100,333.36	4,753.86	298,992.64	75%
0008 JUSTICE FUND	15,639,677.00	3,412,012.11	257,331.30	12,227,664.89	78%
0012 M-C MISDEMEANOR PROBATION	1,390,000.00	339,303.37	39,893.17	1,050,696.63	76%
0013 911 COMMUNICATIONS	954,840.00	15,507.66	25,098.98	939,332.34	98%
0017 COMMUNITY COLLEGE	200,000.00	0.00	200.00	200,000.00	100%
0018 CASSIA COUNTY FAIR	301,913.00	20,381.44	1,512.00	281,531.56	93%
0020 REVALUATION	468,000.00	113,964.30	7,591.52	354,035.70	76%
0023 SOLID WASTE DISTRICT	1,043,600.00	0.00	521,778.04	1,043,600.00	100%
0027 NOXIOUS WEED & PEST	518,550.00	152,171.77	9,546.50	366,378.23	71%
0028 SNOWMOBILE	37,620.00	56,691.27	21,350.40	-19,071.27	-51% *
0029 PHYSICAL FACILITIES	12,531,140.00	72,776.29	49.46	12,458,363.71	99%
0048 EMPLOYEE BENEFITS FUND	4,295,615.00	990,114.95	146,310.55	3,305,500.05	77%
0053 NARCOTICS SEIZED ASSETS FUND	30,000.00	1,771.74	1,770.00	28,228.26	94%
		Total Amount Paid	**1,145,073.25**		

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 1-8-2026

COMMISSIONER COMMISSIONER COMMISSIONER

attest: Sharon Allen, Deputy Clerk

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

Cassia County Commissioner Meeting

Attendance Log

Date: 1-6-2026

NAME (Please Print)	TOWN	REPRESENTING
1. Trent Bodily	Burley	MCJDC
2. Chad Gill	Burley	GJC
3. Michelle Wallace	Rupert	Auditors
4. Janet Molina	Burley	Assessor
5. Angelina Nava	Burley	Assessor
6. Laura Gruver	Burley	Treasurer
7. Shannon Taylor		Jail
8. Carley Beck	Burley	Fair Board
9. Todd Powers	Malta	" "
10. KEVIN		CISD
11. JARROD		/
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