Cassia County Board of Commissioners
REGULAR MEETING MINUTES
Monday, April 13, 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) 9:01 AM Call to order
2) Pledge of Allegiance and prayer
3) 9:02 AM Roll call

Roll Call.

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

4) 9:02 AM Calendar, meetings, committee reports, and correspondence were reviewed.

9:08 AM Kerry McMurray joined the meeting.

5) 9:11 AM Approve payables for 4/13/2026

9:11 AM **Motion and Action:** Approve payables in the amount of $178,255.00 as presented on 4/13/2026, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

6) 9:12 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

9:13 AM **Motion and Action:** Approve Clerk's Office recommendations to approve three junior college Certificates of Residency as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

7) 9:14 AM Personnel Matters - Change of Status Requests
   a) Building & Maintenance - Emilia Mendoza - custodian - new hire
   b) Clerk - Julie Fairchild - part time election worker - termination
   c) Clerk - Gloria Hernandez - part time election worker - new hire

9:15 AM **Motion and Action:** Approve Change of Status Requests as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

8) Executive Sessions

11:44 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) (i) to communicate with risk manager/insurer regarding pending/imminently-likely claims, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.

Instrument # 2026001564
BURLEY, CASSIA, IDAHO
4-20-2026 04:26:00 PM No. of Pages: 6
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.

12:28 PM Upon exit of Executive Session, the board took the matter under advisement.

9) 10:34 AM Consider issuing a proclamation naming June as Men's Health Month
   a) There was discussion regarding issuing a proclamation for Men's Health Month.
   b) Mr. McMurray was asked to draft a proclamation

10:37 AM **Motion and Action:** Declare June as Men's Health Month by proclamation as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

10) 10:39 AM Consider nomination to the District #3 Animal Damage Control Board

10:40 AM **Motion and Action:** Renominate Doug Pickett to continue to serve on the District #3 Animal Control Board as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

11) 10:40 AM Execute titles for vehicles from Resolution No. 2025-011 which are to be sold pursuant to contract with Big Mountain Auctions

10:42 AM **Motion and Action:** Authorize the chair to sign the five titles for the surplus vehicles as designated by Resolution 2025-011 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

12) 9:16 AM Reports from Veteran's Service Officer (VSO) Chuck Driscoll
   a) VSO Driscoll discussed that he has recently been working to assist Vietnam veterans in enrolling in the VA healthcare benefits.
   b) He discussed that they had received a $2,000 donation from a bank in Minnesota to benefit the veterans' food bank.
13) 9:30 AM CSI Mini-Cassia Center periodic report - Amy Christopherson
   a) Christopherson discussed the programs offered through CSI.
   b) She stated that their most popular programs include the health sciences related classes.
   c) It was noted that the Next Gen grant application period is currently open; offering full time scholarships of up to $3,500 and housing stipends of up to $5,000.
14) 9:48 AM Consider purchase of MDTs at the Sheriff's Office

9:50 AM **Motion and Action:** Approve the purchase of seven MDT's in the total amount $28,825.93 with the understanding that some funding would come from amending the budget to utilize the carry over as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

15) 9:51 AM Discuss building security improvements with Avigilon Security System by M2 Automations - Magistrate Facilities Fund – IT

a) IT Director Ean Pigford reviewed a proposal from M2 Automation for Cameras, Panic Buttons and Access controls for the Cassia County Judicial Center (CCJC). The needed improvements for the security of the CCJC were discussed.
b) The goal would be to expand the system to include the other offices once the new building has been completed; however, noting that the Mini Cassia Criminal Justice Center would not be included.
c) Matter will be placed on the next agenda for further consideration.

16) 10:07 AM Presentation of Treasurer's monthly reports
a) Treasurer Greener reviewed the financial reports for the Board.
b) She stated that the total interest earned fiscal year to date was $689,787.67.

17) 10:11 AM Presentation of Budget Revenues with the Auditor's Office
a) Deputy Auditor Michelle Wallace reviewed the revenues received year to date. She explained that as of 4/10/2026 the revenues were about 4% above while expenditures were about 16% below year to date.
b) 10:16 AM Clerk Joseph W. Larsen discussed that the Magistrate Facility funds have statutory requirements limiting what they can be used for; noting that up to $500,000 was budgeted to help cover the costs of the improvements for the sally port and parking for the judges.

18) 10:47 AM Construction project status report and items for consideration - Gary Jones Construction
a) Chad Gill with Gary Jones Construction discussed that the final grade for the concrete slab is currently in process. The steel trusses and decking are anticipated to arrive during May.
b) The options for a generator were discussed, with natural gas as preferred. They are looking to see if one generator will be sufficient for both the new building and the CCJC; noting that a second generator may be recommended to provide support for the CCJC.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

19) 10:54 AM County Building matters:
a) Determine name of new office building

10:57 AM **Motion and Action:** Designate the name to be "Cassia County Administration Building," **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

b) Determine 2nd Floor layout and authorize submittal to erstad for final drawings
i) There was discussion regarding a possible layout for the added offices on the second floor.
ii) Matter to be considered further during a future meeting.

20) 12:37 PM Adjourn

12:37 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: 4/13/2026

	NAME (Please Print)	TOWN	REPRESENTING
1.	Trevor Reno	Burley	Self
2.	Chuck Driscoll	Burley	VSO
3.	Kevin Horak		CCSO
4.	Jo Thompson		CCSO
5.	Joe Larsen	Burley	CLERK
6.	Amy Christopherson	Burley	CST
7.	Laura Gruener	Burley	Treasurer
8.	Michelle Wallace	Burley	Auditors office
9.	Ean Pigford	Burley	IT
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SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS **52% 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	2,561,161.90	13,361.05	2,532,337.10	50%
0002 ROAD & BRIDGE	712,150.00	168,148.75	6,785.17	544,001.25	76%
0006 DISTRICT COURT	399,326.00	221,026.71	89.92	178,299.29	45%
0008 JUSTICE FUND	15,639,677.00	7,467,517.15	45,615.88	8,172,159.85	52%
0012 M-C MISDEMEANOR PROBATION	1,390,000.00	701,318.16	4,105.90	688,681.84	50%
0016 SOCIAL SERVICES-ASSISTANCE	99,000.00	42,678.52	1,500.00	56,321.48	57%
0028 SNOWMOBILE	37,620.00	64,621.45	25.69	-27,001.45	-72% *
0032 PREVENTIVE HEALTH FUND	277,000.00	138,213.30	23,035.55	138,786.70	50%
0048 EMPLOYEE BENEFITS FUND	4,295,615.00	1,918,439.20	83,735.84	2,377,175.80	55%
		Total Amount Paid	**178,255.00**		

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 4-13-2026

Leonard M. Buck
COMMISSIONER

Bob Kunau
COMMISSIONER

Kent L. Searle
COMMISSIONER

Attest:
Sharene A.
Signature
Sharene Ahlin
Name
4/13/2026
Date

☒ **Deputy Clerk** ☐ **Clerk of the Board**

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