Cassia County Board of Commissioners
REGULAR MEETING MINUTES
Monday, April 20, 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 Mr. McMurray joined the meeting

5) 9:06 AM Approve payables for 4/20/2026

9:07 AM **Motion and Action:** Approve payables in the amount of $166,005.43 as presented on 4/20/2026, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

6) 9:08 AM Approve minutes from 3/16/2026, 3/23/2026, 3/30/2026, 4/6/2026 and 4/13/2026

9:08 AM **Motion and Action:** Approve minutes from 3/16/2026 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 3/23/2026 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 3/30/2026 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 4/6/2026 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

9:10 AM **Motion and Action:** Approve minutes from 4/13/2026 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

Instrument # 2026001918
BURLEY, CASSIA, IDAHO
5-18-2026 12:29:20 PM No. of Pages: 8
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00 EV
Ex-Officio Recorder Deputy
Index to: COMMISSIONERS MINUTES

7) 9:11 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

9:11 AM **Motion and Action:** Approve Clerk's Office recommendations to approve eight 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 Personnel Matters - Change of Status Requests
   a) Clerk – Tiffany A. Vaughan – Deputy Court Clerk Level 1 – new hire

9:13 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.

9) Executive Sessions

10:52 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, 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.

11:38 AM Upon exit of Executive Session, the board took the matter under advisement.

11:38 AM **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.

10) 9:37 AM Consider Juvenile Detention Contract
   a) Chair Beck discussed that the prior requested adjustments to the proposed Juvenile Detention Contract had not been made to the presented contract.
   b) Trent Bodily indicated that he would check with Minidoka County Prosecutor Stevenson on the matter.
11) 9:19 AM Public Defense discussion
   a) Deputy Auditor Michelle Wallace discussed that a request was received from Minidoka County Clerk Tonya Page to finalize the expenses related to the Public Defender's joint venture.
   b) There was discussion that both counties are liable for the expenses through 2029.
   c) Mr. McMurray suggested a review of the MOU with Minidoka County prior to any decision.
12) 9:16 AM Review and sign Facilities Lease Agreement with High Desert Junior Rodeo Association
   a) There was discussion that there were many blank spots in the agreement that was provided to the Board to be considered.
   b) Chair Beck will discuss the matter with the fair board.
13) Review and sign Facilities Lease Agreement with District 6 High School Rodeo
   a) Due to the blank spots in the contract the matter was not considered.
   b) Chair Beck will discuss the matter with the fair board.

14) 9:29 AM Review and approve Gary Jones Construction invoice

9:29 AM **Motion and Action:** Approve payment in the amount of $169,183.50 to Gary Jones Construction as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

15) 9:47 AM Review and execute Proclamation No. 2026-01 regarding Men's Health Week

9:47 AM **Motion and Action:** Approve Proclamation No. 2026-01 regarding Men's Health Week in Cassia County as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

16) 9:48 AM Receive written recommendation from P&Z regarding Bowers Zone Amendment application
    a) A report was provided to the Board for a zone amendment of the Bowers Property as described on Planning and Zoning Resolution 2026-04.
    b) The next step will to be schedule a hearing date.
17) 9:51 AM Receive written recommendation from P&Z regarding Gilbert Zone Amendment application
    a) A report was provided to the Board for review for the Gilbert property as described on Planning and Zoning resolution 2026-05
    b) The next step will be to schedule a hearing date.
18) 9:51 AM Discuss and set hearing dates and times for Bowers and Gilbert Zone Amendment hearings

9:54 AM **Motion and Action:** Approve scheduling two hearings for 6/1/2026 at 1:30 PM for Resolution 2026-04 and Resolution 2026-05 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

19) 9:30 AM Consider Fair Board's request to hire a part-time employee
    a) Deputy Auditor Michelle Wallace discussed that a request was received from the Fair Board to hire a part time secretary for the office.
    b) Wallace stated that they had not received a change of status, so an hourly rate had not been discussed, nor had the number of hours to be worked per week been considered.
    c) Wallace noted that there were some funds available in their extra help line that could be utilized to cover the expenses.
20) 9:43 AM Approve FY2027 contribution to Eastern Idaho Partnership and SAUSA

9:45 AM **Motion and Action:** Approve forward with the agreement with Eastern Idaho SAUSA in the amount of $855.94 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

21) 9:33 AM Consider promotion and pay raise for a staff member at the juvenile detention center – Bodily
    a) Trent Bodily discussed that they recently had a long-term employee retire. Bodily noted that the matter had been discussed with the joint boards.
    b) Bodily requested to promote Officer Andrew Bray. It was noted that the funds are within the budget.

9:35 AM **Motion and Action:** Approve the promotion and pay raise for the staff member at the juvenile detention center as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

22) 9:38 AM Sign independent contract with All Wireless Communications – Horak
   a) Undersheriff Kevin Horak discussed that the contract has been presented to the 911 Committee and that it had been reviewed by Mr. McMurray.
   b) Horak discussed the proactive monitoring approach that would be permitted under the contract.

9:41 AM **Motion and Action:** Approve the independent contract with All Wireless Communications in the amount of $26,000.00 per year as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

23) 9:56 AM Independent audit report for FY2025 - John Russell, Zwygart John and Associates
   a) John Russell presented the FY2025 Audit for the Board.
   b) Revenues, expenditures, reserves and liabilities were discussed.
   c) It was noted that the rainy-day fund was estimated four to six months, however the justice fund reserves were closer to a six-week reserve
   d) A full copy of the audit report will be placed on the county website.

10:33 AM **Motion and Action:** Approve the FY2025 Audit report as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

24) 10:34 AM Review and approve Passport Photo Equipment purchase – Wallace
   a) Deputy Auditor Michelle Wallace discussed the possibility of including passport photos as part of the passport services being offered in the Clerk's office. The total costs were estimated to be $2,104.54.
   b) Wallace discussed that the purchase would come from the general fund.

10:44 AM **Motion and Action:** Authorize the Clerk's office to purchase the photographic system for making the passport pictures in the amount of $2,104.54 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

10:47 AM **Motion and Action:** Approve scheduling a public hearing for passport service fees on June 1st, 2026 at 11:30 AM as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

25) 10:49 AM Construction project status report and items for consideration - Gary Jones Construction
   a) Chad Gill with Gary Jones Construction discussed that they have completed the compaction tests and the electrical boxes were set in the ground.
   b) Vapor barrier will be placed, and concrete will be poured following that.
   c) Once the concrete has been poured, they will wait for materials to arrive.
26) 11:38 AM Discuss and act upon Cooperative Landscape Agreement for Exit 208 interchange
   a) Spencer McArthur presented an agreement to the Board for review. He stated that the document has not been finalized and is pending some revisions by the State of Idaho.

b) He explained that Minidoka County and the City of Paul have opted out, the City of Rupert has yet to commit to funding the agreement.
c) Cassia County had historically funded 15% of the costs for the exit landscape maintenance agreement; Cassia was requested to increase their contribution to 25%.
d) Commissioner Searle discussed that he did not feel that the taxpayers of Cassia County should be subsidizing the maintenance of improvements located in Minidoka County.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

27) 12:02 PM Proposed County building discussion
   a) Various second floor layout options were discussed.
   b) Matter to be considered further during the next meeting.
28) 12:31 PM Discuss building security improvements with Avigilon Security System by M2 Automations – Magistrate Facilities Fund – IT
   a) Matter will be placed on the next agenda for consideration.
29) 12:35 PM Adjourn

12:35 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

Cassia County Commissioner Meeting

Attendance Log

Date: 04/20/2026

NAME (Please Print)	TOWN	REPRESENTING
1. Trevor Reno	Burley	Self
2. Trent Budil	Burley	mCJDC
3. Jason Jones	Burley	Self
4. Michelle Wallace	Burley	Auditor
5. Kevin Horace		CCSO
6. Mike McCarthy	Burley	All Wireless
7. Spencer McArthur	Burley	Burley
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SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS

54% 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	2,574,522.95	5,732.85	2,518,976.05	49%
0002 ROAD & BRIDGE	712,150.00	174,933.92	13,644.56	537,216.08	75%
0006 DISTRICT COURT	399,326.00	221,116.63	970.00	178,209.37	45%
0008 JUSTICE FUND	15,639,677.00	7,558,330.91	103,780.76	8,081,346.09	52%
0020 REVALUATION	468,000.00	224,003.26	73.45	243,996.74	52%
0029 PHYSICAL FACILITIES	12,531,140.00	1,698,522.80	8,188.62	10,832,617.20	86%
0048 EMPLOYEE BENEFITS FUND	4,295,615.00	1,951,846.39	33,615.19	2,343,768.61	55%
		Total Amount Paid	**166,005.43**		

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 4-20-2026

COMMISSIONER COMMISSIONER COMMISSIONER

Attest:

Sharene Ahl

Signature

Sharene Ahl

Name

4-20-2026

Date

☑ Deputy Clerk ☐ Clerk of the Board

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