Cassia County Board of Commissioners
REGULAR MEETING MINUTES
Monday, June 1, 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) 9:04 AM Call to order
2) Pledge of Allegiance and prayer
3) 9:07 AM Roll call

Roll Call.

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

4) 9:07 AM Calendar, meetings, committee reports, and correspondence were reviewed.
5) 9:11 AM Approve payables for 6/1/2026

9:11 AM **Motion and Action:** Approve payables in the amount of $168,584.87 as presented on 6/1/2026, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

6) 9:32 AM Personnel Matters - Change of Status Requests
   a) Assessor – Brawley Williams – Administrative Clerk – transfer to Misdemeanor Probation
   b) CCSO – Austin Vance – Patrol Deputy (City) – voluntary resignation

9:34 AM **Motion and Action:** Approve the two Change of Status Requests as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

7) Executive Sessions

9:13 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) (c) to deliberate acquisition of an interest in real property, **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.

9:32 AM Upon exit of Executive Session, the board took the matter under advisement.

8) 9:41 AM Discuss the use of drones for the spraying of noxious weeds

Instrument # 2026003183
BURLEY, CASSIA, IDAHO
8-19-2026 08:45:52 AM No. of Pages: 8
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00
Ex-Officio Recorder Deputy EV
Index to: COMMISSIONERS MINUTES

a) Chair Beck discussed a recent conversation with a commissioner from Lincoln County regarding spraying of weeds with a drone, noting that they knew of a business that does the spraying and noted that they may be interested.
b) Commissioner Searle stated that he had discussed the matter with another party that would be interested in the spraying of weeds with a drone.
c) Matter to be placed on a future meeting agenda for consideration.

9) 9:43 AM Approve and execute Granite Pass Communications Site Inventory Certification for BLM

9:46 AM **Motion and Action:** Authorize the Chair to sign the Granite Pass Communications Site Inventory Certification for the BLM as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

10) 9:34 AM Review and approve CAI/Harris conversion project
a) Deputy Auditor Michelle Wallace reviewed the conversion project from CAI to Harris.
b) The first quote is for $20,925.00 and reflects the costs associated with Phase 1 for the conversion and training fees for financial, payroll and the secure image management system.
c) The second quote is for $4,100.00 and reflects the costs associated with the conversion and training fees for the recording, building permit, stand-alone imaging and fixed assets.

9:36 AM **Motion and Action:** Approve the proposals for Phase 1 and Phase 2 of the conversion and training fees for the Harris conversion project as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

11) 9:37 AM Review and sign Frontier Community Smiles Grant reimbursement request form – Taylor
Lieutenant Taylor explained that they have just finished up with the grant; noting that they have received all shirts and have submitted all documents.

9:38 AM **Motion and Action:** Approve the paperwork for the grant from the Frontier Community Smiles program for the $5,000.00 reimbursement as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

12) 10:17 AM Review and sign the 2025 EMPG Subrecipient Award agreement for Cassia County – CCSO
a) Captain Horak explained that the grant is through the IOEM, and is for $18,689.57.
b) He explained that will be revenue for the Civil Defense fund and is utilized as partial reimbursement for the partial salary of the County Emergency Manager.

10:18 AM **Motion and Action:** Approve the chair's signature for the application for the subrecipient award agreement with the Idaho Office of Emergency Management as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

13) 9:47 AM Reschedule Tax Deed hearing date and time for 2022 delinquent properties – Treasurer Greener

9:49 AM **Motion and Action:** Set a Tax Deed hearing for the 2022 delinquent properties for 08/03/2026 at 9:30 AM as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

14) 9:50 AM Executive Sessions

9:51 AM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (a) to consider personnel evaluation in hiring and 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.

10:16 AM Upon exit of Executive Session, the board took the matter under advisement.
Chair Beck stated that there were no matters considered under Idaho Code §74-206(1)(b).

15) 10:23 AM FY2027 proposed budget review:

a) The following budgets were reviewed for the Board: Buildings & Grounds, Agricultural Extension Office, County Elections, General Operations, Building and Zoning, Consolidated Elections, Social Services Assistance, Social Services Legal Defense, Community College, Solid Waste District and Information Technology. The overall budget requests and suggested revisions were noted to include some increases and several reductions overall.
b) It was specified that any requests for additional personnel or salary increases beyond the previously approved cost of living percentage were not included in the presented figures.
c) 11:33 AM The Treasurer's Office requested an additional employee. Treasurer Laura Greener explained that they would like to hire a half time employee that would be PERSI eligible to be able to fill in when someone is out sick or on vacation, and to help the office to process the specials charges as well as other office duties. Greener explained that they would also like to increase the number of hours worked for full time personnel in her office from 37.5 per week to 40. It was discussed that these changes could reduce the overtime costs for the department.

16) **Public Hearing:** Proposed new fee for passport photographs in the Clerk/Auditor/Recorder's Office

11:28 AM **Motion and Action:** Enter into a public hearing for a proposed new fee for passport photographs in the Clerk/Auditor/Recorder's Office, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

a) There was discussion that the Recorder's Office would like to offer passport photos as an optional service to those applying for passports, with a proposed fee of $15.00.
b) Public comment was requested. No members of the public appeared to speak on the matter.

11:32 AM **Motion and Action:** Approve the fee of $15.00 for passport photographs in the Clerk / Auditor / Recorder's Office as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

11:32 AM **Motion and Action:** Close the public hearing for the proposed passport photo fee, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

17) Executive Session

11:48 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) (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.

12:10 PM Upon exit of Executive Session, the board took the matter under advisement.

12:10 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.

18) 12:10 PM Recess for lunch

12:11 PM **Motion and Action:** Recess for lunch as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

19) 1:30 PM Reconvene

20) **Public Hearings:**
a) 1:30 PM Bowers Application 2026-02-ZA for zone amendment from Agricultural Residential zone to Residential Agricultural zone

1:31 PM **Motion and Action:** Enter into a hearing for the Bowers Application 2026-02-ZA for a zone amendment from Agricultural Residential zone to Residential Agricultural zone, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

i) Kent Bowers noted that the land is land locked with an access road to permit access by 100 West.
ii) It was stated that there was no opposition expressed by the Planning and Zoning Commission.
iii) Public comment was requested; no persons appeared to speak on the matter.

1:43 PM **Motion and Action:** Close the public hearing, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

iv) Commissioner Searle expressed that he was ready to make a decision.

1:44 PM **Motion and Action:** Approve the Bowers Application 2026-02-ZA for zone amendment from Agricultural Residential zone to residential Agricultural zone, as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

v) Mr. McMurray stated that he would prepare an ordinance to be presented during a future meeting.

b) 1:45 PM Public Hearing: Gilbert Application 2026-04-ZA for zone amendment from Prime Agricultural zone to Multiple Use Zone

1:46 PM **Motion and Action:** Enter into a public hearing for Gilbert Application 2026-04-ZA for zone amendment, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

i) Mr. Gilbert discussed that they are requesting a zone amendment to multiple use.
ii) It was discussed that the subject property borders multi use properties on two sides.
iii) The property consists of two 40-acre parcels, one on each side of the highway.
iv) The commissioners expressed concern of changing the use of the full 80 acres, but expressed support for the property owner to build their home.
v) It was noted that no splits are available; the property owner would have to develop a subdivision.
vi) It was clarified that the property is currently zoned as prime ag which would not allow for a building permit to construct a new home.
vii) Public comment was requested; no one appeared to speak in regards to the matter.

2:08 PM **Motion and Action:** Close the public hearing for the taking of evidence for the proposed zoning amendment change for application 2026-04-ZA as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

viii) Commissioner Searle expressed a desire to take a week to consider the matter before rendering a decision. Commissioner Kunau agreed.
ix) Matter was scheduled for further consideration on 11 AM on 6/8/2026.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

21) 11:00 AM Construction project status report – Chad Gill - Gary Jones Construction
a) It was discussed that the steel has started arriving, with additional deliveries expected in the coming weeks. Gill noted that they are running approximately two weeks ahead of schedule at this time.
b) There was discussion that they will need peak KW usage estimates for the building in order to determine the appropriate sizing for a generator.
22) 2:14 PM Adjourn

2:14 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: 6-1-2026

NAME (Please Print)	TOWN	REPRESENTING
1. Shannon Taylor		JAIL
2. [illegible]	[illegible]	[illegible]
3. Theresa Forthun	Burley	Clerks Office
4. Laura Greener	Burley	Treasurer
5. Sheri Beake	Burley	Treasurer
6. Kevin Harak		CCSO
7. Pete Hernandez	Burley	Building and grounds
8. Circe Wittman		Extension
9. Ean Pigford	Burley	IT
10. Amber Prewitt	Burley	Probation
11. Trevor Reno	Burley	Self
12. Kent Bowers	Burley	SELF
13. Tyler Gilbert	Declo	self
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		

SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS **66% 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	3,023,096.07	23,980.02	2,070,402.93	41%
0002 ROAD & BRIDGE	712,150.00	254,266.70	180.80	457,883.30	64%
0006 DISTRICT COURT	399,326.00	258,333.71	277.22	140,992.29	35%
0008 JUSTICE FUND	15,639,677.00	8,942,874.05	46,849.94	6,696,802.95	43%
0013 911 COMMUNICATIONS	954,840.00	91,961.15	1,889.59	862,878.85	90%
0016 SOCIAL SERVICES-ASSISTANCE	99,000.00	45,178.52	500.00	53,821.48	54%
0017 COMMUNITY COLLEGE	200,000.00	90,900.00	500.00	109,100.00	55%
0048 EMPLOYEE BENEFITS FUND	4,295,615.00	2,458,037.29	94,407.30	1,837,577.71	43%
		Total Amount Paid	**168,584.87**		

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 6-1-2026

COMMISSIONER COMMISSIONER COMMISSIONER

Attest: Sharene Ahlin
Signature
Sharene Ahlin
Name
6-1-2026
Date
☒ Deputy Clerk ☐ Clerk of the Board

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