Cassia County Board of Commissioners
REGULAR MEETING MINUTES
Monday, June 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) 9:04 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) 9:10 AM Approve payables for 06/08/2026
   a) There was a question regarding a payable for waterways. Additional information has been requested.
   b) Deputy Auditor Michelle Wallace provided a revised payables report with the needed revisions.

11:08 AM **Motion and Action:** Approve payables in the amount of $483,033.03 as presented on 6/8/2026, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

6) 9:11 AM Review and approval of Alcohol Beverage Catering Permit for which there is a transcribable verbatim record of the proceedings as required by Idaho Code § 23-1015.
   a) Smith's Cafe - Beer

9:14 AM **Motion and Action:** Approve the Alcohol catering permit for Smith's Café for June 12, 2026 at the residence of the Cranney Barn as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

7) 9:24 AM Personnel Matters - Change of Status Requests
   a) Assessor – Adriana Arceo – Administrative Assistant – new hire
   b) MCCJC – Jerrica Carpenter – Certified Detention Deputy – Certification
   c) MCCJC – Jaime Sancez Porras - Uncertified Detention Deputy – new hire
   d) Clerk – Susan Keck – Deputy Clerk Elections/Social Services Director Level 3 – voluntary resignation

9:26 AM **Motion and Action:** Approve the four Change of Status Requests as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

Instrument # 2026003257
BURLEY, CASSIA, IDAHO
8-24-2026 04:04:23 PM No. of Pages: 9
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00
Ex-Officio Recorder Deputy
Index to: COMMISSIONERS MINUTES

8) Executive Sessions

2:39 PM **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.

2:59 PM Upon exit of Executive Session, the board took the matter under advisement.

9) Decision on employee compensation increase requests above the amount already approved by the BoCC
   a) No discussion.
10) 11:10 AM Review & approve partial payment for Historical Society Train Car transport invoice – Kunau
   a) Commissioner Kunau stated that the total transport was approximately $50,000.00.
   b) A demand check in the amount of $26,000.00 was requested.

11:13 AM **Motion and Action:** Agree to fund Nationwide Transport Services to move the railroad train car for the museum in the amount of $26,000.00 as a demand check as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

11) 11:23 AM Discuss the use of drones for the spraying of noxious weeds.
   a) Mr. McMurray spoke to Mr. Ottley and recommended that the matter be placed on a future agenda.
12) 11:23 AM Schedule employee appreciation event
   a) Potential dates were considered in late August or Early September.
   b) Commissioner Searle will check into the dates to see if one date will work better than the other.
13) 11:26 AM Review of Facilities lease agreement - Fairgrounds for Junior / Youth Livestock Show (four species) for June 18-21, 2026. And asking for Ten-year contract.

11:30 AM **Motion and Action:** Deny the proposed ten-year lease and advise them to send it back and to renegotiate for a one-year lease as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

14) 11:30 AM Review and approve Ordinance No. 2026-06-01 rezoning Kent and Shalise Bowers property to RA zone

11:31 AM **Motion and Action:** Approve Ordinance No. 2026-06-01 rezoning Kent and Shalice Bowers property to Residential Ag from Agricultural Residential as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

15) 11:33 AM Review and approve Resolution 2026-13 establishing a new fee for passport photographs in the Clerk/Auditor/Recorder's Office.

11:33 AM **Motion and Action:** Approve Resolution 2026-013 establishing a new fee for passport photographs in the Clerk/Auditor/Recorder's Office as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

16) 11:34 AM Consider and approve Coastline estimate for repairs to road grader

11:36 AM **Motion and Action:** Approve the Coastline estimate for repairs to the road grader in the amount of $46,251.99 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

17) 9:16 AM Reports from VSO – Chuck Driscoll
   a) The May activity report was reviewed for the Board.
   b) There were noted to be ten new veterans, and there were two home visits.
18) 9:27 AM Executive Session pursuant to Idaho Code Idaho Code § 74-206 (1) (a) or (b) to discuss personnel matters

9:27 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.

10:03 AM Upon exit of Executive Session, the board took the matter under advisement.

19) 10:03 AM FY2027 proposed budget discussion
   a) District Court
      Chief Deputy Clerk Theresa Forthun reviewed the District Court budget, noting increased interpreter costs. The overall increase for the department was noted to be $28,140.00.
   b) District Court Clerks
      i) The noted increases were due to the Board authorized cost of living increase for FY2027. The overall increase was noted to be $18,050.00 for FY2027.
      ii) Judge Blaine Cannon discussed that they do recognize the challenges with interpretation for some of the rarer languages and do try to group those hearings together in order to maximize the savings.
   c) 10:19 AM Prosecuting Attorney
      i) Prosecutor McCord Larsen discussed his budget, noting that he had requested an additional 7% for salaries that has not been included in the presented budget figures.
      ii) Larsen explained that his office must keep up with the public defenders' salaries, noting that his office must not only deal with cases defended by the State Public Defender, but also cases where the parties are defended by private attorneys. He noted that he is also responsible to respond to requests from the Board and all other department heads. He explained that he would prefer that the record should reflect that he had requested the additional salary amounts.
      iii) Deputy Auditor Michelle Wallace stated that she will enter the amounts requested by the Department head for the record.
      iv) Wallace reviewed the rest of the budget for the Prosecuting Attorney, noting that the overall increase was $18,300.00. That overall increase excludes the additional cost of living increases that were requested by the Prosecutor.
   d) 10:37 AM Discretionary Compensation

A slight increase of $100.00 was recommended in line with the cost-of-living increases.

e) 10:37 AM Road & Bridge
   i) An increase in the costs for the Howell Canyon agreement for FY2027 has been included as well as the approved cost-of-living increase.
   ii) Decreases were recommended for the road and shop supplies line as well as the auto fuel line.
   iii) It was discussed that there would be $330,875.00 included for a new building for Road and Bridge.
   iv) The overall increase was noted to be $205,125.00.
f) 10:47 AM Emergency Medical Services
   This line is for the funding for the QRU's for FY2027. No change was requested.
g) 10:48 AM Ambulance Services
   i) The costs for this are related to the ambulance contract services with IHC.
   ii) An increase in the amount of $16,375.00 was noted for the ambulance contract.
h) 10:52 AM Coroner
   The overall proposed budget was reflected a decrease of $3,080.00
i) 10:58 AM 911 Communications
   i) An overall decrease of $156,290.00 was noted.
   ii) This is a dedicated fund, so any unspent funds would remain in the fund.
j) 2:28 PM Historical Society
   i) A list of capital improvements had been received from the Historical Society. They requested a building lean-to in the amount of $12,000.00, a concrete pad behind the building in the amount of $24,790.00, foundation and construction concrete for $15,000.00, as well as $15,000.00 for the train car. Commissioner Kunau recommended waiting on the extra items until they've had a chance to evaluate the train car after it's arrival. It was recommended to include the $15,000.00 for the train car in the FY2027 budget.
   ii) The Historical Society budget is $57,750.00 which reflected an overall increase of $1,750.00.
k) 2:31 PM Waterways
   i) The waterways budget was proposed to be reduced to reflect a lower anticipated fund balance.

20) 11:01 AM Deliberate regarding Gilbert Application 2026-04-ZA for zone amendment from prime agricultural zone to multiple use zone
   a) Mr. McMurray discussed that he had received updated information from the Gilbert's. It was explained that if the zone change is approved that it is their intent to ask for a one 40-acre lot subdivision.
   b) Commissioner Searle discussed that he was supportive of zone amendment.

11:04 AM **Motion and Action:** Approve the zoning amendment change for a 40-acre parcel on the east side of the highway for application 2026-04-ZA as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

21) 11:15 AM Consider request to include courthouse as part of America 250 celebration – Diana Baker
   a) Diana Baker presented a request to use the courthouse as part of an America 250 scavenger hunt.
   b) Baker explained that a department would need to be responsible to stamp the cards presented by those participating in the scavenger hunt.
   c) The Board will discuss the matter with various department heads and will advise as to any decision they make on the matter.

22) 11:58 AM Consider purchase of two vehicles for CCSO and authorize trade in of two vehicles towards the purchase of said vehicles

11:59 AM **Motion and Action:** Approve purchase of a 2026 GMC Sierra 1500 in the amount of $40,253.00 after the trade in of a 2018 Ram pickup as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

12:01 PM **Motion and Action:** Approve purchase of 2026 Ram pickup in the amount of $38,853.00 after the trade in of a 2021 Dodge Charger as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

23) 11:40 AM Consider America 250 Building decorations – Wallace

11:49 AM **Motion and Action:** Approve the expenditure of $152.84 for the purchase of banners and swags for the 250th anniversary of America as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

24) 11:50 AM City of Burley request and update – Gary Posson
   a) Posson explained that they were requesting an increase to $20,000.00 per year for animal control related services. Posson noted that the county had contributed $10,000.00 annually in prior years.
   b) Their activities related to their animal shelter efforts were discussed. Additional information including blueprints, timelines and proposed budget was requested.

25) 12:02 PM Recess for lunch

12:02 PM **Motion and Action:** Enter into a lunch recess, to return no later than 1:30 PM as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

26) 1:32 PM Reconvene
27) 1:32 PM Executive Sessions

1:32 PM **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** 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.

1:59 PM Upon exit of Executive Session, the board took the matters under advisement.

28) 2:00 PM Review and approve file server replacement

2:02 PM **Motion and Action:** Approve the purchase of a server in the amount of $20,145.36 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

29) 2:03 PM FY2027 Budget discussion

a) 2:04 PM K-9
    i) Deputy Auditor Michelle Wallace explained that there were no changes made for FY2027.
b) 2:04 PM Cassia County Sheriff
    i) The FY2027 budget request was reviewed for the Board.
    ii) The overall recommended budget increase was $146,126.00.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

30) 11:05 AM Construction project status report and items for consideration – Gary Jones Construction
    a) Don Christophers spoke on the project. He noted that half of the steel had been received, with the other half of the steel expected to arrive in the next day.
    b) The steel erection will begin following receipt and that stage of the construction is expected to take 21 days.
31) 3:02 PM Adjourn

3:02 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: 6-8-2026

	NAME (Please Print)	TOWN	REPRESENTING
1.	JASon Jones	Burley	Self
2.	Trevor Reno	Burley	Self
3.	Chuck Durrell	Burley	VSO
4.	Brad Wittman		Extension
5.	MJ Fisher	Kimberly	UI Extension
6.	Theresa Fouch	Burley	Clerks Office
7.	Craig Rowland		Coroner
8.	BLAINE CANNON	Declo	D. Court
9.	Todd Quast	Declo	911
10.	Michelle Wallace	Burley	Auditor
11.	Joleen Crystal	Burley	Dist. Court
12.	Don Christopherson		Gampbell Const.
13.	Diana Baker	Burley	City 250 Celebration Committee
14.	Matt Adams	Burley	Assessor
15.	Ean Pickford	Burley	IT
16.	J. Thompson		CCSO
17.	K. Horak		CCSO
18.			
19.			
20.			
21.			
22.			
23.			
24.			

*updated

SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS **68% 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	3,180,079.68	83,248.28	1,913,419.32	38%
0002 ROAD & BRIDGE	712,150.00	263,164.42	7,136.50	448,985.58	63%
0006 DISTRICT COURT	399,326.00	272,741.22	5,246.93	126,584.78	32%
0008 JUSTICE FUND	15,639,677.00	9,505,014.95	258,468.56	6,134,662.05	39%
0012 M-C MISDEMEANOR PROBATION	1,390,000.00	886,723.56	25,174.03	503,276.44	36%
0013 911 COMMUNICATIONS	954,840.00	93,850.74	4,849.01	860,989.26	90%
0015 CONSOLIDATED ELECTIONS	367,010.00	15,892.43	374.18	351,117.57	96%
0018 CASSIA COUNTY FAIR	301,913.00	110,366.02	1,512.00	191,546.98	63%
0020 REVALUATION	468,000.00	289,434.37	7,725.40	178,565.63	38%
0025 WATERWAYS	84,000.00	11,592.06	30.00	72,407.94	86%
0027 NOXIOUS WEED & PEST	518,550.00	312,616.21	10,275.26	205,933.79	40%
0028 SNOWMOBILE	37,620.00	64,692.59	19.95	-27,072.59	-72% *
0029 PHYSICAL FACILITIES	12,531,140.00	2,154,414.90	48.21	10,376,725.10	83%
0048 EMPLOYEE BENEFITS FUND	4,295,615.00	2,535,157.02	77,119.73	1,760,457.98	41%
0053 NARCOTICS SEIZED ASSETS FUND	30,000.00	6,576.73	1,804.99	23,423.27	78%
		Total Amount Paid	**483,033.03**		

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 6-8-2026

Attest: [signature]
Signature
Sharene Allen
Name
6-8-2026
Date
☒ Deputy Clerk ☐ Clerk of the Board

[signature]
COMMISSIONER

[signature]
COMMISSIONER

[signature]
COMMISSIONER

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