Cassia County Board of Commissioners
REGULAR MEETING MINUTES
Monday, June 22, 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) 9:04 AM Roll call

Roll Call.

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

4) 9:04 AM Calendar, meetings, committee reports, and correspondence were reviewed.
   a) 2:18 PM Chair Beck noted that the employee picnic is planned for 9/4/2026.

9:08 AM Kerry McMurray, Assistant to the Board, entered the meeting.

5) 9:10 AM Approve payables for 6/22/2026

9:10 AM **Motion and Action:** Approve payables in the amount of $414,014.90 as presented on 6/22/2026, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

6) 9:12 AM Approve minutes - there were none to be considered.
7) 9:12 AM Review and approval of Alcohol License applications for which there is a transcribable verbatim record of the proceedings as required by Idaho Code § 23-1015.
   a) Bobcat Corner - Beer OFF Premises, Retail Wine
   b) Farmers Corner (Burley) - Beer OFF Premises, Retail Wine
   c) Farmers Corner (Oakley) - Beer OFF Premises, Retail Wine
   d) Hampton Inn Burley - Beer OFF Premises, Retail Wine
   e) Malta Fuel - Beer OFF Premises, Retail Wine
   f) Pit Stop - Beer OFF Premises, Retail Wine
   g) Riverside Resort - Liquor License, Draft, Beer ON Premises, Beer OFF Premises, Retail Wine, Wine by the Drink
   h) Stokes Fresh Food Market - Beer OFF Premises, Retail Wine

9:22 AM **Motion and Action:** Approve the eight Alcohol License applications as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

8) 9:27 AM Personnel Matters - Change of Status Requests - none to be considered.

Instrument # 2026002948
BURLEY, CASSIA, IDAHO
7-31-2026 02:31:13 PM No. of Pages: 7
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00
Ex-Officio Recorder Deputy EV
Index to: COMMISSIONERS MINUTES

9) 10:15 AM Executive Sessions

10:16 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.
Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 3).
Yes: Kent R. Searle - Member, Bob Kunau - Member, Leonard M. Beck - Chair.

10:30 AM Upon exit of Executive Session, the board took the matter under advisement.

11:23 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.

11:44 AM Upon exit of Executive Session, the board took the matter under advisement.

10) 9:28 AM Sign title to 2014 Dodge Caravan for auction

9:29 AM **Motion and Action:** Approve signing the title to a 2014 Dodge Caravan for auction, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

11) 2:14 PM Decision on employee compensation requests above the amount already approved by the BoCC - to be considered next week.
12) 11:15 AM Review Fairgrounds Lease Agreement for Thain Motorsports' Tractor Pulls event for 6/27/26
    Beck mentioned the Fair Board appreciated the process of the BoCC reviewing the application and then giving the application to the Fair Board for final approval. There were no questions from the BoCC.
13) 9:30 AM Review and approve request for funding from South Central Community Action Partnership
    a) The request was for $2,500.00, reflecting an increase of $500.00 over the previous year.
    b) This increased amount was also taken into consideration for FY2027 budget planning.

9:34 AM **Motion and Action:** Approve request for funding in the amount of $2,500.00 to South Central Community Action Partnership as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

14) 9:34 AM View flooring samples - Lee Furniture
    The decision was given to MPO Director Prewitt since her department will be taking over some of the office space in the courthouse when the new building is completed.
15) 9:39 AM Sign subdivision plat for Quail Estates
    a) Jake Streeter, owner of the proposed subdivision, was present to answer questions from the Board.
    b) He noted that Burley Highway District agreed to take responsibility for the new cul-de-sac, once that is in place.

9:48 AM **Motion and Action:** Approve signing the subdivision plat for Quail Estates as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

16) 9:49 AM Department Head Reports Including Budgetary Updates
    a) Reports were received from: Deputy Clerk Forthun, Misdemeanor Probation Director Prewitt, Extension Office Director Wittman, Assessor Adams, Sheriff Thompson, Building and Zoning Director McMurray and Coroner Rinehart reported on their departments.
    b) General matters were reported. Items of note included:
        i) About eight applications for the elections assistant position in the Clerk's Office have been received so far. The Board expressed concerns over the high fees for interpreter services paid recently.
        ii) Director Prewitt and three other officers will be at POST in July in preparation for assuming the Juvenile Probation duties next year. She also met with five other counties on their procedures and plans to meet with Ada County next.
        iii) Assessor Adams reported receiving more property assessment appeals over the weekend.
        iv) Sheriff Thompson reported that the jail is down one deputy but that patrol is fully staffed and ready for the many large summer community events starting up.
        v) 11:12 AM Road & Bridge Supervisor Ward sent a message to the Board that the road grader is running fine after repairs.
17) 10:30 AM Board of Equalization
    a) The Assessor's Office is still accepting appeals through 5:00 PM 6/22/2026.
    b) All appeals that are received will be scheduled to be heard on 6/29/2026.
18) 10:30 AM Tour of proposed office spaces for Juvenile Probation & Adult Misdemeanor Probation
    a) The Board discussed with Director Prewitt her plans for using the space on the first and second floors of the courthouse. Another set of bathrooms will need to be installed on the first floor and additional desks will need to be purchased for the juvenile probation officers. Security plans were also discussed.
    b) The second floor will house juvenile probation operations while the main floor will house adult misdemeanor probation clients.
19) 11:45 AM Reports of USFS and BLM
    Both groups focused on concerns over the increasing drought and recent fires on BLM and Forest Service lands. Potential fire behavior is expected to be extreme due to record low moisture content readings in sage brush and other grasses. Grazing permitees are cooperating and understanding of the cutbacks.

12:11 PM Lunch recess

12:12 PM **Motion and Action:** The Board to take a lunch recess, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

1:44 PM Reconvene

20) 1:44 PM Public **Hearing** for Zoning Ordinance Amendments

1:45 PM **Motion and Action:** Enter into a public hearing for zoning ordinance amendments, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

    a) Chair Beck introduced the proposed zoning ordinance amendments.

b) No members of the public appeared to speak either in favor or against the proposal.
c) Final determination on the amendments will be given next week, June 29, and 10:00 AM.

2:12 PM **Motion and Action:** Close the public hearing and set a time on next week's agenda at 10:00 AM to announce the decision, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

21) 10:59 AM Proposed County building discussion

The project status report was given. The crane will be set up this afternoon. The rest of the materials are expected to arrive tomorrow with the exception of the stairs coming in two to three weeks. Concrete for the second and third floor is expected to be poured in about a month.

22) 2:22 PM Adjourn

2:22 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:

Cally Velasquez

SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS

71% 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	3,319,152.05	18,575.94	1,774,346.95	35%
0006 DISTRICT COURT	399,326.00	286,107.41	2,358.56	113,218.59	28%
0008 JUSTICE FUND	15,639,677.00	10,035,645.63	6,363.12	5,604,031.37	36%
0013 911 COMMUNICATIONS	954,840.00	98,699.75	5,035.18	856,140.25	90%
0016 SOCIAL SERVICES-ASSISTANCE	99,000.00	45,678.52	500.00	53,321.48	54%
0018 CASSIA COUNTY FAIR	301,913.00	138,404.13	25,820.00	163,508.87	54%
0029 PHYSICAL FACILITIES	12,531,140.00	2,431,322.03	250,858.92	10,099,817.97	81%
0048 EMPLOYEE BENEFITS FUND	4,295,615.00	2,688,067.01	104,503.18	1,607,547.99	37%
		Total Amount Paid	**414,014.90**		

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 6-22-2026

COMMISSIONER COMMISSIONER COMMISSIONER

☒ Deputy Clerk ☐ Clerk of the Board
Date 6/22/2026
Name Caity Velasquez
Signature
Attest:

☐ Deputy Clerk ☐ Clerk of the Board
Date
Name
Signature
Attest:

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

Cassia County Commissioner Meeting

Attendance Log

Date: 6-22-2026

	NAME (Please Print)	TOWN	REPRESENTING
1.	Trevor Reno	Burley	Self
2.	JASON JONES	Burley	Self
3.	Grace Wittman		Extension
4.	Dena Jagelnicki	Burley	4-H
5.	Amber Prewitt	Burley	Probation
6.	Theresa Fortnum	Burley	Clerk's Office
7.	Kevin Horan		CCSO
8.	[illegible]	Burly	Assessor
9.	J. Thompson		CCSO
10.	Craig Rinehart		Coroner
11.	[illegible] Draper	"	FS
12.	Eric Killoy	Burley	Wildland Fire Service
13.	Scott Sayer	Burley	BLM
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