# Cassia County Board of Commissioners
# REGULAR MEETING MINUTES
## Monday, July 6, 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) 9:04 AM Calendar, meetings, committee reports, and correspondence were reviewed.
   Commissioner Searle discussed that he'd been contacted by a couple of residents that had expressed concern about a potential data center to go in to the Raft River area.
5) 9:09 AM Approve payables for 7/6/2026

9:09 AM **Motion and Action:** Approve payables in the amount of $244,563.76 as presented on 7/6/2026, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

6) 9:10 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) License Transfer - On the Run - (From Mr. Gas 80248) Bottled/canned beer OFF premises, Retail wine
   b) License Transfer - On the Run - (From Mr. Gas 80250) Bottled/canned beer OFF premises, Retail wine
   c) Edgewater Restaurant - Waterfront Resort Liquor, Draft beer, Bottled/canned ON premises, Bottled/canned OFF premises, Retail wine, Wine by the drink
   d) Family Dollar #26676 - Bottled/canned beer OFF premises, Retail wine
   e) On the Run (855 Overland) - Bottled/canned beer OFF premises, Retail wine
   f) On the Run (2101 Overland) - Bottled/canned beer OFF premises, Retail wine
   g) Polo's Cafe - Bottled/canned beer ON premises
   h) Skyline Bar - Bottled/canned beer ON premises, Bottled/canned beer OFF premises, Wine by the drink
   i) Stinker Store #61 - Bottled/canned beer OFF premises, Retail wine
   j) Stinker Store #79 - Bottled/canned beer OFF premises, Retail wine
   k) Travel Stop 216 & Village of Trees RV Resort - Bottled/canned beer ON premises, Bottled/canned beer OFF premises, Retail wine
   l) Wick's Steak Place - Declo Liquor License, Draft Beer, Bottled/canned beer ON premises, Bottled/canned beer OFF premises, Retail wine, Wine by the drink



**Instrument # 2026003493**
**BURLEY, CASSIA, IDAHO**
**9-8-2026 12:36:24 PM No. of Pages: 7**
**Recorded for : CASSIA COUNTY COMMISSIONERS**
**JOSEPH LARSEN Fee: 0.00**
**Ex-Officio Recorder Deputy**
Index to: COMMISSIONERS MINUTES

9:19 AM **Motion and Action:** Approve the 12 Alcohol License applications as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

7) 9:25 AM Personnel Matters - Change of Status Requests
   a) Clerk - Chynae Hull – Deputy Clerk Elections and Social Services Assistant – new hire
   b) CCSO - Maria Sara Goni – Records and Community Services Officer – voluntary resignation

9:26 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.

   c) 11:37 AM Assessor – Citlai Rodriquez – Administrative Assistant – new hire

11:38 AM **Motion and Action:** Approve Change of Status Request as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

8) Executive Sessions

9:53 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) (f) to communicate with legal counsel regarding pending / imminently-likely litigation, **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.

11:04 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) (f) to communicate with legal counsel regarding pending / imminently-likely litigation, **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.

11:35 AM Upon exit of Executive Session, the board took the matter under advisement.

9) 10:58 AM Make final determinations on employee compensation requests above the amounts already approved by the BoCC.
   Each commissioner has been asked to make their recommendations on the list and to provide that information to Deputy Auditor Michelle Wallace.
10) 9:27 AM Determination on Coastline Equipment repair invoice for road grader
   a) Chair Beck discussed that the bill received represents an overcharge estimated at $1,000.00.
   b) Another bill will be sent to the county for consideration; no action was needed on the presented invoice.
11) 10:59 AM Discussion regarding FLSA and compensatory time
   a) There was discussion that a recommendation was received to consider reviewing the limits for earned compensatory time for employees that are employed year-round.

b) It was noted that emergency responders and seasonal employees may have higher limits than those employees that are employed year-round under FLSA guidelines.
c) Mr. McMurray will review the matter with ICRMP to determine if any policy revision is needed.

12) 9:33 AM Review and approve ESRI software renewal quote for Auditor and Assessor's Offices

9:34 AM **Motion and Action:** Approve ESRI software renewal quote for Auditor and Assessor's Office in the amount of $3,150.00 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

13) 9:35 AM Review & approve erstad "Additional Service 03 - chambers revision" change order on new building
a) There was discussion that the original plans did not include the chambers revision.
b) Deputy Auditor Michelle Wallace discussed that those expenses could come out of the Physical Facilities budget.

9:43 AM **Motion and Action:** Approve the presented erstad Architects bill in the amount of $20,500.00 for the design of the commissioner chambers as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

14) 9:44 AM Review and Execute Ordinance Number 2026-07-01 adopting amendments to Title 9 and Title 10, Cassia County Code

9:45 AM **Motion and Action:** Approve and adopt Ordinance Number 2026-07-01 adopting amendments to Title 9 and Title 10 of Cassia County Code as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

15) 9:46 AM Review and Execute Summary Ordinance 2026-07-01 for publication

9:46 AM **Motion and Action:** Execute Summary Ordinance 2026-07-01 for publication as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

16) 9:47 AM Review Facility Lease Agreement for use of Fairgrounds by Idaho Rural Water Association for Tuesday, July 28, 2026
a) Mr. McMurray explained that the Idaho Rural Water Association would like to hold an expo event.
b) McMurray did not consider the agreement to be complete, noting that it was not signed and that the rent amount had been marked as "TBD."

9:49 AM **Motion and Action:** Approve return of the facility lease agreement back to the Fair Board to allow them to get the appropriate amount and signatures as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

17) 9:50 AM Review Facility Lease Agreement for use of Fairgrounds by Burley Farmers Market for July 16 and 30, August 13 and 27, September 10 and 24, 2026
The agreement did not specify if the agreement would apply to the full dates.

9:52 AM **Motion and Action:** Send back the lease agreement for the Burley Farmers Market for a lack of understanding of the amount to be charged as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

**SCHEDULED ACTION AGENDA ITEMS**

18) 9:30 AM Review and sign FY2027 Federal Drug Testing Agreement for Misdemeanor Probation

9:30 AM **Motion and Action:** Approve signing the FY2027 Federal Drug Testing Agreement for Misdemeanor Probation as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

19) 10:33 AM Board of Equalization final decisions

10:33 AM **Motion and Action:** Enter a Board of Equalization, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

a) Chair Beck asked Assessor Adams if he had met with any of the appellants. Adams stated that he had not been contacted by any of the appellants.
b) The Board had requested some valuation history on the appealed parcels during the prior meeting. Assessor Adams did not provide the information that was requested.
c) It was requested that the matter be rescheduled for next week and that the appellants be invited to appear.

10:56 AM **Motion and Action:** End the Board of Equalization Hearing for 07/06/2026, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

**UNFINISHED BUSINESS ACTION AGENDA ITEMS**

20) 10:30 AM Proposed County building discussion
Chad Gill from Gary Jones Construction provided an update to the Board, noting that the first-floor decking process should take place in the coming week.
21) 11:43 AM Adjourn

11:43 AM **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:** 07/06/2026

| NAME (Please Print) | TOWN | REPRESENTING |
|---|---|---|
| 1. Jason Jones | Burley | Self |
| 2. J. Thompson | | CASC |
| 3. Amber Prewitt | Burley | Probation |
| 4. Martin Adams | Burley | Assessor |
| 5. Mirella Mancias | Burley | Assessor |
| 6. Janet Molina | Burley | Assessor. |
| 7. Marissa McClung | Burley | Idaho State Tax Comm. |
| 8. Laura Gittins | Burley | Assessors |
| 9. Andrea Ruiz | Burley | Assessors |
| 10. Trevor Reno | Burley | Self |
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# SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

**BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS**

**75% 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 | 3,432,796.37 | 18,934.74 | 1,660,702.63 | 33% |
| 0002 ROAD & BRIDGE | 712,150.00 | 291,136.48 | 1,083.21 | 421,013.52 | 59% |
| 0006 DISTRICT COURT | 399,326.00 | 298,515.16 | 140.00 | 100,810.84 | 25% |
| 0008 JUSTICE FUND | 15,639,677.00 | 10,429,422.80 | 78,192.23 | 5,210,254.20 | 33% |
| 0012 MISDEMEANOR PROBATION | 1,390,000.00 | 961,856.26 | 16,080.78 | 428,143.74 | 31% |
| 0013 911 COMMUNICATIONS | 954,840.00 | 104,244.53 | 2,321.81 | 850,595.47 | 89% |
| 0016 SOCIAL SERVICES-ASSISTANCE | 99,000.00 | 46,178.52 | 1,500.00 | 52,821.48 | 53% |
| 0027 NOXIOUS WEED & PEST | 518,550.00 | 339,694.75 | 307.02 | 178,855.25 | 34% |
| 0029 PHYSICAL FACILITIES | 12,531,140.00 | 2,449,858.03 | 24,373.17 | 10,081,281.97 | 80% |
| 0048 EMPLOYEE BENEFITS FUND | 4,295,615.00 | 2,842,160.81 | 101,630.80 | 1,453,454.19 | 34% |
| | | **Total Amount Paid** | **244,563.76** | | |

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 7-6-2026

COMMISSIONER

COMMISSIONER

COMMISSIONER

**Attest:**

Signature

Sharene Allen

Name

7-6-2026

Date

☒ Deputy Clerk ☐ Clerk of the Board

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