# Cassia County Board of Commissioners
# REGULAR MEETING MINUTES
## Monday, July 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) 9:01 AM Roll call

**Roll Call.**

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

4) 9:02 AM Calendar, meetings, committee reports, and correspondence were reviewed
5) 9:05 AM Approve payables for 7/20/2026

9:05 AM **Motion and Action:** Approve payables in the amount of $166,618.12 as presented on 7/20/2026, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

6) 9:07 AM Approve minutes from 7/13/2026

9:07 AM **Motion and Action:** Approve minutes from 7/13/2026 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

7) 9:07 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) Antojos Eatery & Cafe - Bottled/canned beer ON premises, Bottled/canned beer OFF premises, Wine by the drink
   b) Clark's For Shopping - Bottled/canned beer OFF premises
   c) Creek Side 66 - Bottled/canned beer OFF premises, Retail wine
   d) Estrellitas Market - Bottled/canned beer OFF premises
   e) Guadalajara Restaurant - Burley liquor license, Draft Beer, Bottled/canned beer ON premises, Bottled/canned beer OFF premises, Retail wine, Wine by the drink
   f) Magic Water Store - Bottled/canned beer OFF premises
   g) Nostalgia - Bottled/canned beer OFF premises, Bottled/canned beer ON premises, Retail wine, Wine by the drink
   h) Pomerelle Ski Area - Ski Resort Liquor, Draft beer, Bottled/canned beer ON premises, bottled/canned beer OFF premises, Retail wine



**Instrument # 2026003494**
**BURLEY, CASSIA, IDAHO**
**9-8-2026 12:37:55 PM No. of Pages: 8**
**Recorded for : CASSIA COUNTY COMMISSIONERS**
**JOSEPH LARSEN Fee: 0.00**
**Ex-Officio Recorder Deputy**
Index to: COMMISSIONERS MINUTES

9:15 AM **Motion and Action:** Approve the Alcohol License applications as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

8) 9:20 AM Personnel Matters - Change of Status Requests
   a) Sheriff – Trevor Downey – Detective – voluntary resignation
   b) MCCJC – Rena Moosman – Corporal – voluntary resignation
   c) Assessor – Katherine Ford – Administrative Assistant – new hire
   d) MCCJC – Denisse Ayala – Detention Deputy – new hire
   e) MCCJC – Jireh Seamons – Corporal – promotion
   f) MCCJC – Jakob Howell – Corporal - promotion

9:22 AM **Motion and Action:** Approve Change of Status Requests as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

9) Executive Sessions

10:33 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.

11:34 AM Upon exit of Executive Session, the board took the matter under advisement

11:34 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) 9:25 AM Review and approve invoice from Gary Jones Construction for payment

9:26 AM **Motion and Action:** Approve the payment of the Gary Jones Construction invoice in the amount of $638,341.45 with payment to be made upon receipt of the appropriate lien release as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

11) 9:28 AM Application for telecommunications and facilities on federal lands and property. 911 equipment at Forest Service facilities on Heglar

9:29 AM **Motion and Action:** Approve the application for telecommunications and facilities on federal lands and property for 911 equipment at the Forest Service facilities site on Heglar on an FS299 form as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

12) 9:31 AM Application for telecommunications and facilities on federal lands and property. 911 equipment at Forest Service facilities on Black Pine

9:33 AM **Motion and Action:** Approve the application for installing 911 equipment at Forest Service facilities on Black Pine on form FS299 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

13) 9:36 AM Approve and execute letter to Cassia County Fair Foundation accepting donation and authorizing placement

A letter to be sent from the Board to the Fair Foundation regarding acceptance and authorization of placement of the bathroom project on the fairground's property was read into the record.

9:36 AM **Motion and Action:** Send the letter to the Chair of the Cassia County Fair Foundation, Ms. Keely Richman, to be shared with the other members of the fair foundation as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

14) 9:37 AM Review & approve Resolution No. 2026-014 for destruction of permanent records in Treasurer's Office

9:38 AM **Motion and Action:** Approve Resolution No. 2026-014 authorizing the destruction of some permanent records of the Cassia County Treasurer's Office as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

15) 9:39 AM Review & approve Resolution No. 2026-015 for destruction of semi-permanent records in Treasurer's Office

9:43 AM **Motion and Action:** Approve Resolution No. 2026-015 for semi-permanent records destruction as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

16) 9:44 AM Review & approve Resolution No. 2026-016 for destruction of temporary records in Treasurer's Office

9:45 AM **Motion and Action:** Approve Resolution 2026-016 for the destruction of temporary records in the Treasurer's Office as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

17) 9:46 AM Discuss Extension educator position

a) It was discussed that the Extension Office does not currently having an extension educator.
b) They will have Mr. McMurray draft a letter to the U of I to encourage action on the matter.

9:48 AM **Motion and Action:** Authorize Mr. McMurray to draft a letter to send to M.J. from the University of Idaho Extension that would start the process of posting the job application of educator for the extension office in Cassia County as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

18) 9:50 AM Discuss clean up at BLM Milner site

a) Chair Beck explained that he had been contacted by a person expressing an interest assisting in the clean-up of the Milner Recreation area. Beck noted that he explained that the county did not have jurisdiction there as that would be the BLM.
b) This person then asked if a waiver of solid waste fees could be considered for clean-up.
c) It was discussed that there have been exemptions for dumpsters for the BLM and the Forest Service so no obstacle was anticipated.
d) It was determined that the matter would be set aside to discuss with the BLM.

19) 9:51 AM Discuss train car at Museum
a) It was discussed that the train car is currently located in a position that blocks some sprinklers.
b) There was discussion that they may need to water the lawn with a hose until the train car can be moved.

20) 9:55 AM Discuss and approve purchase of water truck for fair board
a) Chair Beck discussed that the Fair Board is in need of a water truck.
b) The truck that they had hoped to purchase was sold before it could be acquired. They are still looking for another truck to acquire for fair use.

21) 9:57 AM Receive Recommendation letter, Resolution and Application for Zone Amendment for McKay Webb application
a) Mr. McMurray reviewed a request to rezone land from Prime Agriculture to Residential Agriculture.
b) A public hearing must be set if the matter will proceed.

22) 10:00 AM Set hearing date for McKay Webb Zone Amendment application
A hearing date was proposed for 8/24/2026 at 1:30 PM.

10:00 AM **Motion and Action:** Set the hearing for 8/24/2026 at 1:30 PM for the McKay Webb application for zone amendment as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

23) 10:24 AM Review and approve revised invoice for repair work by Coastline Equipment
a) The original quote for the replacement of the rear axles was $46,251.99.
b) A service call was added, and no estimate was provided for the pickup and delivery of the grader.
c) The revised invoice was received in the amount of $51,321.36 which included those items.

10:25 AM **Motion and Action:** Approve the Coastline Equipment bid for the repairs on the grader in the revised amount of $51,321.36 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

**SCHEDULED ACTION AGENDA ITEMS**

24) 10:01 AM Approve Black Pine Cabinet bid for replacement cabinets for Jail Fingerprint room

10:03 AM **Motion and Action:** Approve the Black Pine Cabinet bid for replacement cabinets in the amount of $5,758.00 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

25) 10:05 AM Approve purchase of five heat pumps for jail

10:07 AM **Motion and Action:** Approve the purchase of five heat pumps for the total of $19,305.60; pending the response for a warranty fee that would allow the warranty to begin when the units are installed as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

26) 10:11 AM FY2027 final budget review items for preparation of budget for publication
   a) Deputy Auditor Michelle Wallace discussed that the final decisions are needed for what should be included in the FY2027 proposed budget to prepare it for publication. All revisions requested thus far were reviewed for the Board and the desired options were recommended.
   b) 11:46 AM There was discussion that the Snowmobile department had expressed an interest in having a concrete floor in the shed. There was discussion that the project had not been included in the FY2026 budget, and if the work was to happen in FY2026 that it would result in a budget amendment to cover the expenditure for such. The cost was estimated at $25,000.00 for the concrete work. Commissioner Kunau will ensure that the bid for the concrete work is provided to the Auditor's Office.

**UNFINISHED BUSINESS ACTION AGENDA ITEMS**

27) Proposed County building discussion – there was no discussion
28) 10:30 AM Follow up on request for funding for animal control with the City of Burley for FY2027
   Sheriff Thompson stated that he would support the county providing some additional funding for animal control efforts. Thompson recommended additional tracking on the matter to see what steps can be taken to improve those efforts.

10:32 AM **Motion and Action:** Approve the additional amount of $10,000.00 to the City of Burley for animal control, and to raise that budget line to $20,300.00 as presented. **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

29) 10:26 AM Follow up on scheduling of employee appreciation picnic
   The employee appreciation picnic was scheduled for 8/27/2026.
30) 11:53 AM Adjourn

11:53 AM **Motion and Action:** Adjourn, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

APPROVED:

Leonard M. Beck, Chair

DEPUTY CLERK OF THE BOARD:

Sharene Ahlin

# Cassia County Commissioner Meeting

***Attendance Log***

**Date:** 7-20-2026

| NAME (Please Print) | TOWN | REPRESENTING |
|---|---|---|
| 1. Trevor Reno | Burley | Self |
| 2. J. Thompson | | CCSO |
| 3. Michelle Wallace | Burley | Auditor |
| 4. Ean Pigford | Burley | IT |
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# SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

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

**79% 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 | 3,655,124.85 | 5,157.27 | 1,438,374.15 | 28% |
| 0008 JUSTICE FUND | 15,639,677.00 | 11,306,971.96 | 25,828.48 | 4,332,705.04 | 28% |
| 0016 SOCIAL SERVICES-ASSISTANCE | 99,000.00 | 47,678.52 | 11,330.62 | 51,321.48 | 52% |
| 0018 CASSIA COUNTY FAIR | 301,913.00 | 146,213.49 | 56,160.00 | 155,699.51 | 52% |
| 0019 HISTORICAL SOCIETY | 56,000.00 | 28,000.00 | 28,000.00 | 28,000.00 | 50% |
| 0032 PREVENTIVE HEALTH FUND | 277,000.00 | 207,319.95 | 23,035.55 | 69,680.05 | 25% |
| 0048 EMPLOYEE BENEFITS FUND | 4,295,615.00 | 3,018,610.91 | 17,106.20 | 1,277,004.09 | 30% |
| | | **Total Amount Paid** | **166,618.12** | | |

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 7-20-2026

COMMISSIONER

COMMISSIONER

COMMISSIONER

**Attest:**
Sharene Ahlin
**Signature**
Sharene Ahlin
**Name**
7-20-2026
**Date**
☒ **Deputy Clerk** ☐ **Clerk of the Board**

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