



BOARD OF COUNTY COMMISSIONER MINUTES

December 5, 2011

The Cassia County Board of Commissioners met this day with Chairman Dennis Crane, Paul Christensen and Bob Kunau, Board Members; Alfred E. Barrus, Prosecuting Attorney; Joseph W. Larsen, Clerk of the Board, and Kerry D. McMurray, County Administrator, present.

PREVIOUS WEEK'S MINUTES

The Minutes for November 25, 2011, were discussed. A motion was made and seconded to approve. Roll call vote was unanimous with Commissioner Kunau, Commissioner Christensen and Chairman Crane all voting yea.

CALENDAR

The Board reviewed the calendar.

1. Thursday Department Head Meeting at 12:00 p.m. Thursday, December 8, 2011 regarding job descriptions and appropriate ADA requirements.

CORRESPONDENCE

The Board reviewed the following:

1. Letter from Dr. Farwell asking where we are at regarding Sage Chicken Ranch road name change request.
2. Billing from Law Offices of John O'Donnell for professional services.
3. Letter from Loyal Egbert announcing retirement on February 17, 2012.
4. Letters to architects who presented qualifications were signed by the Board to be sent out.
5. Thank you note from Oakley Quick Response.

COUNTY EXPENDITURES

The Board reviewed the County's Payables Approval Report dated November 29, 2011, and December 2, 2011. A motion was made and seconded to approve the report and the roll call vote was unanimous with Commissioner Kunau, Commissioner Christensen and Chairman Crane all voting yea.

November 29, 2011 Expenditures:

CURRENT EXPENSES	104	\$26.65
JUSTICE FUND	130	\$60.00
ADULT MISDEMEANOR PROBATION	149	\$540.00
	TOTAL	\$626.65

December 2, 2011 Expenditures:

CURRENT EXPENSES	104	\$17,286.33
DISTRICT COURT FUND	106	\$824.74
COUNTY ROADS & BRIDGES FUND	107	\$199.35

AMBULANCE SERVICE	110	\$13,916.67
911 COMMUNICATIONS FUND	115	\$6,856.14
COUNTY ELECTION FUND	116	\$90.00
JUSTICE FUND	130	\$8,106.51
D.A.R.E TRUST	137	\$279.63
PHYSICAL FACILITIES FUND	144	\$1,292.42
ADULT MISDEMEANOR PROBATION	149	\$8,409.97
	TOTAL	\$57,261.76

A bill from the Mini-Cassia Economic Development Commission in the amount of \$7,421.11 was to be reviewed by the Auditor to verify it has been budgeted for prior to approval of the Board.

CHANGE OF STATUS

The Board reviewed two (2) Request for Change of Status forms. The Sheriff's Office request was for Deputy-Patrolman Brian Hunsaker for increase of rate of pay for physical fitness. The Assessor's Office was for C. Park Sorenson as a new hire as a GIS Tech. It was moved and seconded to approve the changes of status and roll call vote was unanimous with Commissioner Kunau, Commissioner Christensen and Chairman Crane all voting yea.

PROFESSIONAL SERVICES CONTRACT – DESERT WEST

Steve Pearson and Trevor Reno from Deseret West Survey presented maps depicting the setting of section and sixteenth corners that had been completed this past year. Survey's that have been done in the past or is currently being done through the GIS project were also presented. Pearson suggested as a benefit to the County and surveyors to perpetuate the sixteen corners. Commissioner Christensen inquired of Pearson and Reno the providing of survey information to County GIS. Pearson and Reno discussed priority of information that is provided to the County. Prosecuting Attorney Barrus talked of paying with public money for surveying allows it is public information. Pearson explained how it dilutes value to them for future work when information provided the County would be available to other surveyors. Barrus indicated that we could not legally dilute or suppress this information to the public where public funds are used for Desert West's services. Pearson asked for a standard GIS rate to be charged with the new contract, to allow for setting of sixteenth corners, and a change of fee structure for hourly surveyor fees of \$95 per hour and \$55 per hour for office services. Flexibility on setting monuments was also asked to be a part of the contract. Administrator McMurray was asked to prepare a contract to be presented to Desert West to approve and sign with said changes.

Pearson asked for access of ESRI-entered property owners from the County. Quast suggested a fee be charged for that access.

BOARD OF EQUALIZATION

Commissioner Christensen made a motion to go into Board of Equalization seconded by Commissioner Kunau, followed by a unanimous yea vote. Assessor Dwight Davis presented Sub Rolls missed on initial Rolls. Davis went over values of those Sub Roll presentations to be signed by Assessor and Auditor. Commissioner Kunau made a motion to accept said Sub Rolls, seconded by Commissioner Christensen, followed by a unanimous yea vote. Commissioner

Christensen made a motion to go out of Board of Equalization, seconded by Commissioner Kunau, followed by a unanimous yea vote.

Davis requested permission to get bids for a new copy machine lease contract. He indicated there was money in his budget for said lease. The current expired contract included costs per month and costs per page. Davis desires to look at a 3, 4, and 5 year contract to make a determination of the most advisable option.

EXECUTIVE SESSION

At 10:12 a.m. it was proposed by Commissioner Kunau and seconded by Commissioner Christensen that the Board convene in Executive Session under Idaho Code Section 67-2345(1)(a) with Commissioner Crane voting yea, Commissioner Christensen voting yea, and Commissioner Kunau voting yea. The purpose and general tenor of the meeting was to discuss matters regarding a proposed contract for architect services for the proposed Justice Center. The Board will take the matter under advisement. Following the discussion, the Board returned to regular session at 10:34 a.m.

EXECUTIVE SESSION

At 1:45 p.m. it was proposed by Commissioner Kunau and seconded by Commissioner Christensen that the Board convene in Executive Session under Idaho Code Section 67-2345(1)(a) with Commissioner Crane voting yea, Commissioner Christensen voting yea, and Commissioner Kunau voting yea. The purpose and general tenor of the meeting was to further discuss matters regarding a proposed contract for architect services for the proposed Justice Center. The Board will take the matter under advisement. Following the discussion, the Board returned to regular session at 2:55 p.m.

EXECUTIVE SESSION

At 10:46 a.m. it was proposed by Commissioner Christensen and seconded by Commissioner Kunau that the Board convene in Executive Session under Idaho Code Section 67-2345(1)(d) with Commissioner Christensen voting yea, Commissioner Crane voting yea, and Commissioner Kunau voting yea. The purpose and general tenor of the meeting was to discuss medical indigent matters. Welfare Director Susan Keck presented the following: Case # 2011-118, # 2011-123, # 2011-113, # 2011-129, and # 2011-133. The Board reviewed and approved the following: Certificate of Approval for Additional Treatment on Case # 2011-113; Certificate of Approval on Case # 2011-129 and # 2011-133; and Order of Reimbursement on Case # 2011-129. Following the discussion, the Board returned to regular session at 10:55 a.m.

OTHER ITEMS

1. The Board reviewed four (4) CSI Residency Applications. A motion to approve said applications was made and seconded followed by a roll call vote with Chairman Crane, Commissioner Christensen, and Commissioner Kunau all voting yea.
2. The Board reviewed and approved County Expenditures.
3. The Board received a report on the City of Burley's meeting of the Airport Site Selection Committee. A copy of a letter from the County Commissioners provided to that committee at that meeting was put on the record. The issue of the County's comprehensive plan was presented by Administrator McMurray clarifying that provisions are in County ordinance to not allow what would detract from the primary use of prim

agricultural property. The Board concurred that questions posed by the County in that letter all need to be addressed prior to the selection of a site.

4. The Board reviewed and discussed Resolution No. 2011-029 regarding credit card guidelines. In March, approval was given but a new resolution had not been signed and recorded. Commissioner Kunau made a motion to sign and record said resolution seconded by Commissioner Christensen, followed by a unanimous yeas vote.
5. The Board reviewed and discussed Resolution No. 2011-030 regarding direct deposit of payroll of County employees. This resolution is congruent with what the State of Idaho is doing and is to streamline payroll procedures for the Auditor's office. The resolution provides for the Board to address hardship issues that may merit exceptions to this procedure. Commissioner Kunau made a motion to approve said resolution seconded by Commissioner Christensen, followed by a unanimous yeas vote.
6. The Board reviewed and discussed Resolution No. 2011-031 regarding travel expense reimbursement policy updates. The proposed changes are designed to insure an approved and accountable plan to comply with IRS rules. Administrator McMurray detailed submitted forms that would need to be attached to standardized Cassia County Travel Expense Reimbursement Report. Revisions in the Cassia County Personnel Policy Handbook will be adjusted to reflect those enumerated changes. Commissioner Christensen made a motion to accept and sign said resolution seconded by Commissioner Kunau, followed by a unanimous yeas vote.
7. The Board discussed County building matters. McMurray advised the Board that a furnace went out in a County-owned apartment that needed to be replaced.
8. The Board discussed FLAG Committee matters and requested to keep this item on future agendas as there were no new suggested considerations of individuals to serve on that committee.
9. The Board reported on the Gateway meeting held in American Falls. An invitation was made to the representatives of the BLM and Techra Tech to tour areas of concern in Power and Cassia County. Cassia County farmer Kerry Bowen demonstrated with his farm equipment the difficulty in working farm ground around power poles. It was clarified that there would only be a onetime payment rather than annual payments that Gary Schneider representing Techra Tech, thought they would receive for substantiated losses incurred.
10. The Board discussed a Coroner Mutual Aid Agreement between Cassia and Minidoka County. Prosecuting Attorney Barrus went over that agreement detailing how the Counties would assist each other in the event of a an emergency. No costs between both Counties would be incurred. Commissioner Christensen made a motion to accept and sign said agreement and provide the same to the Minidoka County Board of Commissioners to accept and sign, seconded by Commissioner Kunau, followed by a unanimous yeas vote.

RECESS

Meeting was recessed until 9:00 a.m., Monday, December 12, 2011.

OTHERS IN ATTENDANCE AT TODAY'S MEETING

Kari Merrill, Weekly News Journal; Laurie Welch, The Times News; Trevor Reno and Steven Pearson, Desert West Survey, Inc.; Sara Ward, citizen; Todd Quast, GIS supervisor; Dwight Davis, Assessor; Darwin Johnson, Mini-Cassia Criminal Justice Center Director.

ATTEST:

APPROVED:

/s/ _____
Joseph W. Larsen, Clerk

/s/ _____
Dennis Crane, Chairman