



# Cassia County Board of Commissioners

Commissioner Chambers

1459 Overland Ave.

Burley, ID 83318

[www.cassiacounty.org](http://www.cassiacounty.org)

**Board Chairman:**

Dennis Crane

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**Board Members:**

Paul Christensen (District #1) ~ [pchristensen@cassiacounty.org](mailto:pchristensen@cassiacounty.org)

Bob Kunau (District #2) ~ [bob.kunau@cassiacounty.org](mailto:bob.kunau@cassiacounty.org)

Dennis Crane (District #3) ~ [dcrane@cassiacounty.org](mailto:dcrane@cassiacounty.org)

Monday, June 18, 2012

The Board of Cassia County Commissioners met in regular session on Monday, June 18, 2012, at 9:00 a.m. in the Commissioner Chambers of the Cassia County Courthouse.

THOSE PRESENT:	County Commissioners:	Dennis Crane, Chairman Paul Christensen Bob Kunau
	Clerk of the Board:	Joseph W. Larsen
	Prosecuting Attorney:	Al Barrus
	County Administrator:	Kerry D. McMurray

1) 8:30 AM CALL TO ORDER, PLEDGE OF ALLEGIANCE, REVIEW CALENDAR, MINUTES, CORRESPONDENCE, PERSONNEL, CSI RESIDENCIES, COUNTY EXPENDITURES, BUILDING BUDGET, BUDGET MATTERS, LIQUOR LICENSES, LIQUOR LICENSES FOR GOLF SHOP, INC., AND CHADWICK RESTAURANT.

a) 8:33 AM Treasurer Patty Justesen reported to the Board that the County had received PILT money in the amount of \$2,030,537.00 and provided a current listing of County investments. She indicated that she was adding money to accounts. She asked for prior notification when large amounts of money are spent to assure funds are properly placed since an ACH transfer can take up to two days. She discussed CD's held by the County and their maturity dates.

b) 8:38 AM McMurray talked of the County's agreement with LCA Architects that require a set budget for the Justice Complex project. We are currently at \$1.8 to \$1.9 million dollars on that budget. Workshops are going to be held today with the architects with the hopes that bids will go out for construction sometime in August. Kunau indicated that there would be some extra charge for the two front wings of the building that are proposed to be closed in. Chairman Crane the need for careful spending by departments during the last months of the fiscal year. Larsen stressed the need to make budget decisions by the third week of July.

**8:55 AM**

**MOTION: COMMISSIONER CHRISTENSEN MOVED TO ACT ON THE RECOMMENDATIONS OF LCA ARCHITECTS AND SET THE BUDGET FOR THE BUILDING AT \$1.8 MILLION. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

2) 8:56 AM LIQUOR LICENSES

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- a) The Board discussed the following Retail Alcohol Beverage License Reviews/Applications
  - i) MIKE WILLIAMS GOLF SHOP, INC.
  - ii) CHADWICK GRILLE

**8:56 AM**

**MOTION: COMMISSIONER CHRISTENSEN MOVED TO GRANT RETAIL ALCOHOL BEVERAGE LICENSES TO MIKE WILLIAMS GOLF SHOP, INC. AND THE CHADWICK GRILLE. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

- b) 8:57 AM CSI RESIDENCY APPLICATIONS
  - i) The Board reviewed 10 CSI Residency applications.

**8:57 AM**

**MOTION: COMMISSIONER KUNAU MOVED TO APPROVE 10 CSI RESIDENCY APPLICATIONS AS PRESENTED. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

- c) 9:07 AM The Board discussed a request of Desert West Land Surveys regarding sharing costs for land access when perpetuating corners. The mapping department indicated that it is not a necessity.

**9:07 AM**

**MOTION: COMMISSIONER KUNAU MOVED TO DENY THE REQUEST OF DESERT WEST LAND SURVEYS. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

- d) 9:03 AM CHANGE OF STATUS
  - i) Mini-Cassia Criminal Justice Center
    - (1) Caitlin Ann Reynaga
      - (a) Proposal for hire as a Jail Technician
  - ii) Clerk's Department
    - (1) Kathryn Ballestero
      - (a) Proposal to continue past the three month contract that is expiring with an outside hiring agency to temporary employee until August 31, 2012.
  - iii) Road and Bridge/Invasive Species
    - (1) Laken A. Searle
      - (a) Proposal for temporary part time employee until September 30, 2012.

**9:05 AM**

**MOTION: COMMISSIONER KUNAU MOVED TO APPROVE SAID CHANGE OF STATUS REQUESTS. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

- e) 9:05 AM CALENDAR
  - i) Department head meeting on Thursday.
  - ii) Zoning hearing at 7:00 pm. tomorrow night. Crane can't be there has magistrate commission meeting. Kunau and Christensen need to be there.
  - iii) The BLM is hosting an interactive social and economic public workshop for Sage Grouse on June 19, 2012, from 4:00 p.m. to 7:00 p.m. at the Red Lion Inn in Twin Falls.
  - iv) Planning and Zoning meeting to be held at 2:00 p.m. Thursday, June 20, 2012, at the City of Burley Council Chambers. The Commissioners are invited to attend as Extension Agent Joel Packham will address agricultural economy issues.
  - v) South Central Community Action Meeting for Commissioner Kunau to be held on June 30, 2012.

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- vi) Soil Conservation District Picnic to be held at 6:00 p.m. Tuesday, June 26, 2012, at the Burley Golf Course boat docks.
- f) 9:05 AM           CORRESPONDENCE
  - i) Idaho State Office of Rural Health and Primary Care invitation to explore the Rural Health Care Access Program grant opportunities.
  - ii) The Board reviewed IPUC Case No. IPC-E-12-15 regarding an application from Idaho Power Company for a determination of 2011 demand-side management expenditures as prudently occurred.
  - iii) Barrus referred to a letter from John Horejs regarding a property matter.
  - iv) A letter was prepared by the Prosecutor's Office to be sent to Glen Hubbard of Salt Lake City, Utah, regarding excess proceeds from the sale of a lot that belonged to Vern E. and Evelyn Hubbard and what needed to be done to acquire the excess \$588.69.
- g) 9:10 AM           BUDGET MATTERS
  - i) Larsen discussed with the Board the need to come to budget decisions earlier this year to meet the budget hearing deadline in August. He recommended that the Board discuss with the Auditor's Office their concerns for factoring in the following:
    - (1) The new Justice Complex building and furnishings
    - (2) "A" Budget considerations for department head requests for wage increases that have ranged from 2% to 8.5%.
    - (3) Requests for department heads to watch spending during the final months of FY2012 to help accomplish financial needs for the Justice Complex.
  - ii) Larsen discussed the possible reduction in PILT funds from the Federal government.
- 3) 9:15 AM    CONSIDER PROPOSAL FROM ZIONS BANK REGARDING BUSINESS/CREDIT CARD SERVICES
  - a) Larsen and McMurray reported on a meeting with Zions Bank officials regarding county credit card services they are offering. They provide that and other banking functions to 30 of the 44 Idaho Counties.
  - b) Benefits of their service not offered currently with US Bank Credit Cards include customizable reporting, County customization of each credit card for spending limits, vendor charge restrictions, and real time online invoicing and statements for timely payment.

**9:20 AM**

**MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE CHANGING COUNTY CREDIT CARD SERVICES TO ZIONS BANK. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

4) 9:20 AM    BOARD OF EQUALIZATION

- a) Assessor Dwight Davis indicated that there was no need for BOE today. Next Monday, June 25, 2012, is the last day to appeal.

5) 9:22 AM    CONSIDER EXECUTION OF AGREEMENT FOR APPRAISAL SERVICES

- a) The Board discussed briefly a Cassia County Agreement for Appraisal Services County Revaluation Program contract. They tabled further discussion until later in the meeting.

9:24 AM    **EXECUTIVE SESSION**

**MOTION: COMMISSIONER CHRISTENSEN MOVED TO CONVENE IN EXECUTIVE SESSION REGARDING PENDING LITIGATION UNDER IDAHO CODE SECTION 67-2345(1)(F). COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. THE BOARD RETURNED TO REGULAR SESSION AT 9:31 AM.**

6) 9:30 AM    911 EXPENDITURES

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- a) The City of Rocks repeater experienced a lightning strike and it necessitated the replacement of a repeater and antenna totaling \$2,580.92. The Board was asked to ratify by motion that expenditure. The Board discussed the prospects of it being covered by insurance and of insuring repeater sites in the future.

**9:32 AM**

**MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE THE EXPENDITURE WITH ALL WIRELESS COMMUNICATION IN THE AMOUNT OF \$2580.92 FOR SAID 911 REPLACEMENT COSTS WITH THE CAVEAT THAT IT IS NOT COVERED BY INSURANCE. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

7) 9:35 AM RECORD DESTRUCTION RESOLUTIONS

- a) RESOLUTION NO. 2012-012 – DESTRUCTION OF CLERK’S SEMI-PERMANENT RECORDS
  - i) Execution of Resolution No. 2012-012 was tabled
- b) RESOLUTION NO. 2012-013 – DESTRUCTION OF PUBLIC DEFENDER’S SEMI-PERMANENT RECORDS
  - i) Some Public Defender records proposed for destruction have not been retained the statutorily required five year period of time. Those items proposed were not approved for destruction and were stricken as noted as part of the approved resolution.

**9:36 AM**

**MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE RESOLUTION NO. 2012-013 FOR DESTRUCTION OF PUBLIC DEFENDER SEMI-PERMANENT RECORDS AS PRESENTED WITH THE EXCEPTION OF THOSE RECORDS THAT MUST BE RETAINED THE REQUIRED FIVE YEAR TIME PERIOD. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

8) 9:40 AM APPROVE ESRI MAINTENACE QUOTE

- a) The Board discussed the renewal of a software maintenance agreement for mapping through ESRI beginning September 27, 2012, for one year of one concurrent use primary maintenance of ArcGIS Desktop Standard, for two concurrent use secondary maintenance of ArcGIS Desktop Standard, and for a single use primary maintenance of ArcGIS Desktop Basic totaling \$4300.00.

**9:40 AM**

**MOTION: COMMISSIONER CHRISTENSEN MOVED A MAINTENCE QUOTE FOR ESRI FOR MAPPING. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

9) 9:40 AM APPROVAL OF MINUTES

**9:40 AM**

**MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE MINUTES OF THE BOARD WITH THE BURLEY MAYOR AND CITY COUNCIL FROM A SPECIAL MEETING HELD AT THE BURLEY CITY COUNCIL CHAMBERS ON MAY 24, 2012. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

**9:40 AM**

**MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE MINUTES OF THE BOARD FROM JUNE 4, 2012. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

**9:40 AM**

**MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE MINUTES OF THE BOARD FROM A SPECIAL MEETING HELD ON JUNE 8, 2012. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

10) 9:45 AM REVIEW INTERMOUNTAIN HOSPITAL FY2013 CONTRACT RATE PROPOSAL

- a) Crane asked the Auditor Larsen to include the Intermountain Hospital rate proposal with the budget.

11) 9:46 AM CONSIDER EXECUTION OF AGREEMENT FOR APPRAISAL SERVICES

- a) The Board discussed liability coverage for a proposed contract for appraisal services with the County revaluation program. The Board recommended getting costs for increasing liability insurance coverage for the proposed appraiser in the agreement, Scott Erwin.

9:46 AM

**MOTION: COMMISSIONER CHRISTENSEN MOVED TO ENTER INTO AN AGREEMENT FOR APPRAISAL SERVICES WITH SCOTT ERWIN FOR COUNTY REVALUATION. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

12) 9:47 AM INDIGENT MATTERS

9:47 AM **EXECUTIVE SESSION**

**MOTION: COMMISSIONER CHRISTENSEN MOVED TO CONVENE IN EXECUTIVE SESSION REGARDING MEDICAL INDIGENT MATTERS UNDER IDAHO CODE SECTION 67-2345(1)(D). COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

Welfare Director Susan Keck presented the following:

- a) Case #2012047
- b) Assignment on Case #2010060, #2011108, and #2011113
- c) Certificate of Denial on Case #2012048, and #2012055
- d) Certificate of Approval on Case #2012063 and #2012064
- e) Certificate of Approval for Additional Treatment on Case #2011122
- f) Notice of Lien and Application for Medically Indigent Benefits on Case #2012062, #2012061, #2012060, #2012059, #2012058, #2012057, #2012056, and #2012055
- g) Release of Medically Indigent Lien on Case #2012022 and #2012011
- h) Order of Dismissal on Case #2012022
- i) Medical Records/Utilization Management Review on CAT Case #4C-2012-00040 and CAT Case #4C-2012-2011122

10:07 AM

**MOTION: COMMISSIONER KUNAU MOVED TO APPROVE THE MEDICAL INDIGENT ACTIONS AS PRESENTED. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. THE BOARD RETURNED TO REGULAR SESSION AT 10:08 AM.**

***JOINT BUDGET MEETING WITH MINIDOKA COUNTY AT PERKINS RESTAURANT***

- 1) 10:30 AM RECONVENE
- 2) 10:30 AM Minidoka Board Chairman indicated to the joint boards that Minidoka County was considering a \$0.50 per hour raise to employees. Christensen reminded both Boards that Cassia County had a 3% increase last year and carried that increase for joint "A" Budgets as well even though Minidoka County had no raises in wages and salaries last year.
- 3) 10:30 AM JUVENILE DETENTION CENTER
  - a) A budget proposal was presented to the Joint Boards by Juvenile Detention Center Director Trent Bodily. He included raises of all employees and stressed the importance of part time employees and the need for raises on their behalf.
- 4) 10:40 AM MINI-CASSIA CRIMINAL JUSTICE CENTER
  - a) MCCJC Director Darwin Johnson presented a wage analysis depicting that comparatively their employees are receiving less than a lot of other jails in Idaho

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- b) Johnson indicated that jail workers left here to go to the Twin Falls jail. It was pointed out that most lived in Twin Falls.
  - c) Wages and desire to get into patrol were top reasons Johnson indicated for departures.
  - d) Increase in State inmates is requiring overtime.
  - e) A replacement intoxilizer was requested by Johnson and discussed with the joint Boards by the Cassia County prosecutor and sheriff.
  - f) The longevity of the LifeLoc system needed to be looked at along with warranty.
  - g) They discussed the A, B, and C budgets and discussed projected revenues.
  - h) State holds cannot work outside the fence due to State Statute. Barrus was asked to look into the statute.
- 5) 10:55 AM PUBLIC DEFENDER
- a) Public Defender Dennis Byington discussed with the Board ABA Principles including vertical representation.
  - b) Byington discussed felonies and misdemeanors in both counties.
  - c) Child Protection cases take a long time.
  - d) Byington requested a full time attorney and has asked to take one extra help part time position and make it a full time position.
- 6) 11:10 AM ADULT MISDEMEANOR PROBATION
- a) Director Amber Prewitt asked for increases in wages and used comparatives with Juvenile Probation officers and what Jerome County is paying in wages.
  - b) Prewitt is asking for a part time position to be changed to a full time position due to increases in workload.
  - c) Two more SCRAM units were requested
  - d) They have recently increased charges to probationers from \$50 to \$75.
  - e) They have picked up collections following an external audit which included efficiency recommendations.
- 7) 11:58 AM VETERANS SERVICES
- a) It was pointed out that there was a need for a fax line in the Minidoka County budget. They currently only have a single phone line.
  - b) Veteran Larry Cottom explained increased demands on Veteran Officer Georgianna Greenwell and requested a 3% increase in her contracted services.
  - c) Greenwell provided an Annual Report for the review of the joint boards.
- 8) 12:23 PM JUVENILE PROBATION
- a) JPO Supervisor Dixie Tate requested an increase of 8% increase in her salary to be in line with Juvenile Detention Director, Trent Bodily.
  - b) Tate asked for 3% to 6.5% increase in other salaries in her department.
  - c) Tate asked for Tom Goodman to be made a full time position as a Tracker.
  - d) Grounds repairs and office repairs will increase budget expectations.
  - e) Tate asked for an increase for vehicle expenditures as all cars have in excess of 100,000 miles.
- 9) 12:35 PM WORKING LUNCH WITH JOINT BOARD

12:37 PM **EXECUTIVE SESSION**

**MOTION: COMMISSIONER CHRISTENSEN MOVED TO CONVENE IN EXECUTIVE SESSION REGARDING PENDING LITIGATION UNDER IDAHO CODE SECTION 67-2345(1)(B). COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. THE BOARD RETURNED TO REGULAR SESSION AT 12:50 PM.**

10) 12:50 PM

- a) The Board discussed Minidoka County proposed increases.
- b) Christensen indicated that he was more sympathetic of the jail's needs to attempt to get and keep them fully staffed.
- c) The joint boards discussed moving juvenile probation officers to Minidoka County to be under the direct supervision of Dixie Tate similarly as it is done with Adult Misdemeanor Probation in Cassia County. There was discussion of additional travel required to accomplish that and it was pointed out that just like with Adult Misdemeanor Probation, travel is required from the extended boundaries of each County that far exceeds those miles with a lot of probationers anyway.

11) 1:05 PM CONCLUSION OF JOINT MEETING

**RECONVENE AT COMMISSIONER'S CHAMBERS**

12) 1:30 PM RECONVENE

13) 1:30 PM PLANNING AND ZONING AMENDMENT HEARING

**1:42 PM**

**MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE THE PLANNING AND ZONING AMENDMENT AS PRESENTED. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

14) 1:45 PM SOUTHERN IDAHO TOURISM PRESENTATION – DEBBIE DANE

- a) Debbie Dane presented a promotional special advertising section produced by the Southern Idaho Tourism entitled, "Stay & Play in Southern Idaho."
- b) Tourism promotions of Cassia County are included to draw visitors to our area.

15) 2:00 PM MEET WITH ARCHITECTS REGARDING JUSTICE COMPLEX

- a) The Board met with LCA Architects regarding proposed changes for the Justice Complex. The changes as discussed with the Board included enlargement of jury rooms, addition of restrooms, an additional holding cell area, elimination of a fourth courtroom to accommodate the aforementioned changes, and the passing of all individuals through security who enter the front doors of the facility. LCA will make those changes as requested on the layout of the building floor plan and get back with the Board.

16) 2:45 PM COUNTY ROAD MATTERS

- a) 2012 ITD BRIDGE FIELD REPORT
  - i) The Board discussed the Bridge Field Inspection Reports from the Idaho Transportation Department on Cassia County bridges near Almo, outlining appropriate actions of maintenance recommended.
- b) HIGHWAY 77 SPUR TRANSFER
  - i) McMurray recommended that the Board follow up on an official and appropriate transfer protocol.
- c) TAC MEETING – TO DISCUSS TRANSPORTATION PLAN UPDATE
  - i) Steve Freiburger sent a proposal to do an update for \$15,000. The original plan only cost \$5000 to \$6000. We need to update but do we want to seek other bids on that.
  - ii) A Thursday evening meeting was suggested. The Board recommended June 28, 2012, for a meeting at 7:00 p.m.

3:19 PM COUNTY EXPENDITURES

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CURRENT EXPENSES	104	\$4,833.33
INDIGENT FUND	105	\$22,773.69
DISTRICT COURT FUND	106	\$4,126.86
COUNTY ROADS & BRIDGES FUND	107	\$11,494.66
COMMUNITY COLLEGE FUND	113	\$164,650.00
REVALUATION FUND	114	\$1,216.33
ASSESSOR TRUST FUND	123	\$194.15
JUSTICE FUND	130	\$5,832.62
PHYSICAL FACILITIES FUND	144	\$1,418.56
ADULT MISDEMEANOR PROBATION	149	\$7,556.07
	<b>TOTAL</b>	<b>\$224,096.27</b>

**3:19 PM**

**MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE COUNTY EXPENDITURES DATED JUNE 15, 2012. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

17) 3:49 PM ADJOURNMENT

APPROVED:

/s/ \_\_\_\_\_

Dennis Crane, Chairman of the Board

ATTEST:

/s/ \_\_\_\_\_

Joseph W. Larsen, Clerk of the Board