



Cassia County Board of Commissioners

*Cassia County Courthouse
Commission Chambers
1459 Overland Ave. – Room 206
Burley, ID 83318
www.CassiaCounty.org*

CASSIA COUNTY

Recorded for:

CASSIA COUNTY COMMISSIONER

8:42:02 am 09-09-2016

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No. Pages: 11

Fee: \$

JOSEPH W. LARSEN

County Clerk

Deputy: CVELASQUEZ

Board Members:

Dennis Crane, Chair (District #3) ~ dcrane@cassiacounty.org

Paul Christensen, Member (District #1) ~ pchristensen@cassiacounty.org

Bob Kunau, Member (District #2) ~ bob.kunau@cassiacounty.org

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Monday, July 18, 2016

9:00 AM

The Cassia County Board of Commissioners met this day in regular session in the Commission Chambers of the Cassia County Courthouse.

- 1) Call to Order
- 2) Pledge of Allegiance and Prayer
- 3) Roll Call

7/18/2016 9:02 AM **Roll Call.**

Present: Kerry D. McMurray - Administrator, Bob Kunau - Member, Dennis Crane - Chairman, Paul Christensen - Member, Doug Abenroth - County Attorney, Heather Evans – Lead Deputy Auditor, Joseph W. Larsen - Clerk of the Board.

- 4) 7/18/2016 9:02 AM Review Calendar, Meetings, and Correspondence
- 5) 7/18/2016 9:06 AM Personnel Matters – Time Card for Road and Bridge Supervisor Sam Adams
- 6) 7/18/2016 9:07 AM County Road and Bridge Report
- 7) 7/18/2016 9:07 AM Junior College Residency Applications Review and Discussion

7/18/2016 9:07 AM **Motion:** Recommendation of the Clerk's Office regarding seven Certificate of Residency application approvals, **Action:** Approve, **Moved by** Paul Christensen, Member, **Seconded by** Bob Kunau, Member.

Motion passed unanimously.

- 8) 7/18/2016 9:17 AM Review and Consider Approval of Job Description for Cassia County Weed Control Supervisor
 - a. McMurray reviewed and brought the job description up to date after discussing it with Extension Agent Joel Packham.
 - b. A number of changes were made and the board will review those changes.
- 9) 7/18/2016 9:19 AM Consider Contribution to Idaho Weed Awareness Campaign's Education and Outreach Efforts
 - a. An email was received from the Idaho Weed Awareness Campaign regarding monetary contributions in the past through Gordon Edwards.
 - b. Kunau suggested looking into contributions made in the past. Crane asked Larsen to follow up and identify where that expenditure may have been made from in the past.

CASSIA COUNTY COMMISSION

REGULAR SESSION

Monday, July 18, 2016

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- 10) 7/18/2016 9:22 AM Review Proposed Road Maintenance Contract with Box Elder County on Strevell-Yost Road
- a. McMurray explained a letter had been sent to Box Elder County explaining the desire to enter into the same type of agreement as had been done for a number of years with them.
 - b. They responded with a Road Maintenance Agreement that asks that the county pay the average annual cost per mile that is submitted by the Idaho Transportation Department to continue work on the Strevell-Yost road. The 2015 amount is \$1,473 per mile for 9.107 mile of road.
 - c. Larsen stated that amount would be \$13,414.61 which is an increase that includes changes in the statute on 07/01/2015.
 - d. Raft River Highway District agreed in substance with the county's position on the matter. Crane suggested contact with the Raft River Highway District before we act on the matter.
- 11) 7/18/2016 9:28 AM Deliberate on Donation Request from Mini-Cassia Shelter
- a. A letter was received from the Mini-Cassia Shelter requesting a \$5,000 donation. They provided financial information on utilization of those funds and an explanation regarding certification issues and lost state funding.
 - b. Crane said to hold the request to determine later if there are funds available.
- 12) 7/18/2016 9:38 AM Deliberate on Donation Request from The Senior Junction
- a. The Golden Heritage changed their name to The Senior Junction.
 - b. They have requested a \$5,000 contribution.
 - c. The board acknowledged it was a worthy cause but will need to determine later if there are funds available. Christensen stressed being cautious on contributions.
- 13) 7/18/2016 9:40 AM Review of Budget Officer Recommendations and Department Budget Requests
- a. Wage and salary increases for FY2017 were reviewed a \$0.50 per hour increase or \$1,040 annually for all employees as compared to a \$1,040 or 3% increase, whichever is higher. The latter scenario increases overall costs as compared to the former scenario by about \$20,000.
 - b. The board discussed splitting or allocating City of Burley related expenses from County Law Enforcement related expenses in harmony with the request of the City of Burley and the recommendations of the Law Enforcement Committee.
 - c. Evans reported on savings from not realizing a health insurance cost increase as compared to the 3% increase originally projected by Bowen Insurance Group. Additionally, a reduction of \$12,000 per month in county contribution to the Employee Benefit Trust Account produces additional revenue available to allocate for the Board to consider. A re-payment of \$120,000 from the healthy trust balance back to the PILT Fund was authorized to increase reserves. The Auditor's Office strongly recommended those funds replenish depleted reserves rather than be allocated for non-sustainable and recurring expenditures. Christensen concurred, due to uncertainty of continued Federal PILT funding.
 - d. The Sheriff's Office reviewed and reiterated their needs from original budget requests that were not able to be allocated by the Auditor's Office from available revenues as originally identified.

7/18/2016 10:12 AM **Motion:** Act on the recommendations of Clerk's Office to make adjustments for FY2017 as needed, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

14) 7/18/2016 10:37 AM Continued Budget Discussions

- a. The Sheriff's office requested an increase in the budget for Civil Defense funding from \$9,650 to \$15,000 for an anticipated federal grant to offset salary allocations for Undersheriff Warrell.
- b. A request was also made for a Communications and Postage line item increase in funding from \$2,500 to \$5,100 with no identified revenue source. The board declined that request.

7/18/2016 10:40 AM **Motion:** Act on recommendations of the Sheriff's Office to increase revenues anticipated on a federal grant for Civil Defense by \$5,400, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau - Member.

Motion passed unanimously.

- c. Postage increase request will be addressed by phone with Undersheriff Warrell.
- d. Additional paperwork from the Sheriff's Office includes splits between the City of Burley and the County which was based on the Department budget requests. The Budget Officer recommendations reduced those requests by \$220,000 as there was no identified revenue to cover that increase. Guidance from the board was requested on approval and funding.
- e. Evans reiterated to the board that budget officer recommendations are based strictly on identified revenue. Where no identified revenue is presented, under statute the Budget Officer cannot recommend expenditures. Identified savings in the county health plan has been identified as a revenue source with no assurance of that savings repeating next year.
- f. The Auditor's Office recommended again to not expend return of PILT Funds used for the Benefit Trust a few years ago but rather replenish reserves and savings as per the recommendation of Christensen.
- g. Line item expenditure needs and requests were further presented and discussed regarding needs to be met from the City of Burley agreement and needs to be met from county funding.

7/18/2016 11:25 AM **Motion:** Purchasing two county law enforcement vehicles and increase Patrol Auto Repairs line from \$10,000 to \$17,000 to be funded from county health insurance savings, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau - Member.

Motion passed unanimous

- h. Christensen recommended a balance of senior and junior officers with the City of Burley and the County.
- i. Heward explained that Deputies Emery and Bernad are homeowners in both Malta and Oakley.
- j. Christensen asked Larsen to explain again the \$63,000 additional allocated in the courts budget for Odyssey implementation. Larsen said funds from all of his departments were reallocated to best meet needs. Two full time employees were lost in the courts and were replaced with temporary help. He referred to information provided to the board of an overall .56% increase in his budgets overall; one of the lowest increase requests in the county this year be reallocating resources within the department.

15) 7/18/2016 11:32 AM Review Idaho Public Utilities Commission Cases: No. IPC-E-16-13 and IPC-E-16-14 – No comments required

16) 7/18/2016 11:47 AM Review Burley Highway District's Report on Howell Canyon Dated 06/30/2016

- a. Kunau stated the report looks to be in order.

- b. Kunau asked about a total cost of \$52,117 and a \$68,000 assessment for 2016. The Reserve Fund balance is in excess of \$832,000.
 - c. Christensen pointed out that those accumulated amounts are for any major updates.
- 17) 7/18/2016 11:32 AM Review and Deliberation of Draft Contract for Law Enforcement Services Between City of Burley and Cassia County
- a. Abenroth reviewed the first pass through of the City of Burley's Law Enforcement Services Agreement recommendations.
 - b. After pointing out a number of considerations to think about, he recommended the board review and be prepared to discuss areas of concern and impact presented by additional provisions by the City of Burley of that proposed agreement.
 - c. Abenroth stated the numbers in the presentation of \$1,513,000 was the cost to do business at 10/01/2016, the beginning of the fiscal year rather than for FY2017. The contract that was approved last year was actually less than that amount.
 - d. Contractual percentages presented a concern with unpredictable increases.
 - e. The board determined to meet at 2:00 p.m. Friday, 07/22/2016 in a special meeting of the board to discuss the matter further.
- 18) 7/18/2016 3:58 PM Review and Approve Minutes

7/18/2016 3:58 PM **Motion:** Minutes from 07/11/2016, **Action:** Approve, **Moved by** Bob Kunau, Member, **Seconded by** Dennis Crane, Member.
Motion passed unanimously.

- 19) 7/18/2016 11:47 AM Review and Approve Payables

7/18/2016 11:47 AM **Motion:** Payables from 07/18/2016, **Action:** Approve, **Moved by** Bob Kunau, Member, **Seconded by** Paul Christensen, Member.
Motion passed unanimously.

SCHEDULED INFORMATION AND ACTION AGENDA ITEMS

- 20) 7/18/2016 9:08 AM Consider Request to Place Carryover Dollars into Sheriff Trust Fund for the Purchase of Equipment and Other Needed Items the Following Year – Sheriff Heward
- a. Heward proposed that any remaining Sheriff's Office funds be placed in a trust for future fiscal year purchases.
 - b. Larsen stated any revenue shortages and preservation of beginning balances both need to be taken into consideration to accurately calculate fiscal year end allocation balances.
 - c. Heward discussed a request to purchase four vehicles as follows:
 - i. County - One court vehicle
 - ii. County – One truck
 - iii. City of Burley – Two vehicles
 - d. The previous approved law enforcement purchase included three vehicles as follows:
 - i. County – Two vehicles
 - ii. City of Burley – One vehicle

- e. Evans stated the Auditor's Office is in full support of expenditures within the remaining amounts not allocated for wages and salary of the available tentative amount of \$1.513 million tentatively approved from the City of Burley.

21) 7/18/2016 9:32 AM Deliberate on Beer and Liquor Licenses:

- a. Alcoholic Beverage License considerations are being recorded to facilitate a statutorily-required verbatim transcript.
- b. Nelson's Café and Pilot Lounge – Draft Beer on premise, bottled wine, bottled and canned beer on premise, wine by the glass, bottled and canned beer off premise
- c. Lulu's – Draft beer on premise, bottled wine, bottled and canned beer on premise, wine by the glass, bottled and canned beer off premise
- d. Country Store Gas and Deli – Bottled and canned beer off premise
- e. Bake Central – Bottled and canned beer off premise
- f. Cassia County Fair Board and Rodeo – Bottled and canned beer off premise, wine by the glass
- g. Burley Trap Club – Bottled and canned beer on premise
- h. Smith's Food and Drug #123 – Bottled wine, bottled and canned beer off premise

7/18/2016 9:36 AM **Motion:** Beer and Liquor Licenses as presented, **Action:** Approve, **Moved by** Bob Kunau - Member, **Seconded by** Paul Christensen - Member.

Motion passed unanimously.

22) 7/18/2016 9:36 AM Review Request for the Cancellation of Penalty and Interest on Parcel RP15S27E055252A – Treasurer Justesen

- a. Justesen requested cancellation of penalty and interest accrued for the 2015 taxes in the name of Smith Brother's Jerseys, LLC. They purchased property from Wynn Dewsnup in June of 2015.
- b. Said property didn't get put in their name and the property tax notice went to Dewsnup. Smith refused to pay the penalty and interest as they did not receive the billing.
- c. Christensen said where it was a county mistake, penalty and interest should be forgiven.

7/18/2016 9:37 AM **Motion:** Cancellation of Penalty and Interest on Parcel RP15S27E055252A, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau - Member.

Motion passed unanimously.

23) 7/18/2016 10:12 AM Designation Polling Places for the 08/30/2016 Special Election

- a. The Elections Office requested of the Secretary of State's Office for a modification to include special exception for the Jackson precinct to be a mail in precinct for this election as there are only a small number of voters for this special election.
- b. Keck reported on historical low voter turnout for an August election. There will be just minimal poll workers to keep costs down.

7/18/2016 10:15 AM **Motion:** Polling places for the 08/30/2016 special election, **Action:** Approve, **Moved by** Bob Kunau - Member, **Seconded by** Paul Christensen - Member.

Motion passed unanimously.

24) 7/18/2016 10:15 AM Indigent Matters

7/18/2016 10:15 AM **Motion:** To consider Indigent matters of a personal nature that are exempt from disclosure under Idaho Code § 74-106 (6), **Action:** Enter Executive Session under Idaho Code § 74-206 (1) (d), **Moved by** Paul Christensen, Member, **Seconded by** Bob Kunau, Member.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 3).

Yes: Bob Kunau, Member, Dennis Crane, Chairman, Paul Christensen, Member.

7/18/2016 10:36 AM **Motion:** Act on the recommendations of the Social Services Director, **Action:** Approve, **Moved by** Bob Kunau, Member, **Seconded by** Paul Christensen, Member.

Motion passed unanimously.

25) 7/18/2016 12:00 PM Meet with Minidoka County Commissioners Regarding Joint Budgets at Minidoka County Commission Chambers

26) 7/16/2016 1:30 PM Visit Narrows Bridge Project – Almo

a. The board met with Road and Bridge Supervisor Sam Adams, as well as residents Dallin Ward, Clark Ward, Bill Jones, and Rod Jones to discuss fencing near recently-installed culverts at the Narrows Bridge of the Raft River.

b. The board determined to make a change with a fence at that location to facilitate needs.

27) 7/16/2016 4:00 PM Adjournment

7/16/2016 4:00 PM **Motion:** Today's meeting of the Board, **Action:** Adjourn, **Moved by** Bob Kunau, Member, **Seconded by** Dennis Crane, Member.

Motion passed unanimously.

APPROVED:

A handwritten signature in black ink, reading "Dennis Crane", is written over a horizontal line.

Dennis Crane, Chairman

CLERK OF THE BOARD:

A handwritten signature in black ink, reading "Joseph W. Larsen", is written over a horizontal line.

Joseph W. Larsen

COUNTY EXPENDITURES ATTACHMENT

7/18/2016

COUNTY EXPENDITURES

	DEPARTMENT	FUND/DEPT	AMOUNT
104 Current Expense Fund	COUNTY COMMISSIONERS	104.401	\$0.00
	AUDITOR & RECORDER	104.402	\$33.75
	TREASURER	104.404	\$60.00
	ASSESSOR	104.405	\$93.13
	AGRICULTURAL EXTENSION	104.410	\$355.78
	COUNTY BUILDING	104.411	\$687.58
	JUDICIAL CENTER	104.412	\$0.00
	BOARD OF HEALTH	104.413	\$10,064.67
	PLANNING & ZONING	104.414	\$242.82
	GENERAL	104.415	\$1,171.83
	CIVIL DEFENSE	104.416	\$821.36
	COUNTY ELECTIONS	104.417	\$366.99
	LAW ENFORCEMENT BUILDING	104.418	\$430.62
	COUNTY ADMINISTRATION	104.419	\$2,825.14
	VETERANS SERVICE OFFICER	104.421	\$0.00
	CURRENT EXPENSE FUND TOTAL		
Dedicated Funds	SOCIAL SERVICES	105.502	\$45.68
	CASSIA COUNTY COURTS	106.602	\$1,338.77
	COUNTY ROAD & BRIDGE	107.707	\$0.00
	WEED & PEST	108.708	\$11,978.45
	SOLID WASTE	109.709	\$0.00
	AMBULANCE SERVICE	110.710	\$0.00
	FAIR EXHIBITS	111.711	\$0.00
	HISTORICAL SOCIETY	112.712	\$0.00
	COMMUNITY COLLEGE	113.713	\$0.00
	REVALUATION	114.714	\$671.62
	9-1-1 COMMUNICATIONS	115.715	\$463.00
	CONSOLIDATED ELECTIONS	116.716	\$0.00
	COUNTY WATERWAYS	117.717	\$1,100.00
	COUNTY SNOWMOBILE	118.718	\$5,620.00
	ASSESSOR TRUST	123.323	\$158.00
	EMERGENCY MEDICAL SERVICE	133.733	\$0.00
	NARCOTICS SEIZED ASSETS	134.334	\$301.56
	CASSIA DRUG TASK FORCE	136.736	\$0.00
	D.A.R.E. TRUST	137.737	\$0.00
	PHYSICAL FACILITIES	144.744	\$0.00
	ADULT MISDEMEANOR PROB TRUST	149.349	\$100.00
	ADULT MISDEMEANOR PROBATION	149.749	\$4,583.29
	VIOLENT PREDATOR ACCOUNT	150.750	\$0.00
BOX ELDER COUNTY BOOKMOBILE	151.751	\$0.00	
WIDOW BENEFIT TRUST	198.798	\$0.00	
DEDICATED FUNDS TOTAL			\$26,360.37
130 Justice Fund	JUSTICE FUND	130.330	\$0.00
	CLERK OF THE DISTRICT COURT	130.803	\$0.00
	CONFLICT PUBLIC DEFENDER	130.804	\$4,053.99
	JUVENILE JUSTICE	130.805	\$0.00
	PROSECUTING ATTORNEY	130.807	\$721.95
	PUBLIC DEFENDER	130.808	\$2,530.72
	CORONER	130.809	\$2,283.95
	SHERIFF - PATROL	130.821	\$15,423.64
	SHERIFF - INVESTIGATIONS	130.822	\$1,617.96
	SHERIFF - DISPATCH	130.823	\$9,736.33
	SHERIFF - ADMINISTRATION	130.824	\$678.54
	M-C CRIMINAL JUSTICE CENTER	130.827	\$0.00
	M-C JUVENILE DETENTION CENTER	130.828	\$0.00
JUSTICE FUND TOTAL			\$37,047.08
TOTAL EXPENDITURES			\$80,561.12

ATTENDANCE LOG ATTACHMENT

CASSIA COUNTY COMMISSIONERS

Attendance Log

Date: 7-18-16

	NAME (PLEASE PRINT)	TOWN	REPRESENTING
1.	Ron Kelsey	Deer	"We The People"
2.	Garth	Burley	me
3.	Scott Prow	Burley	N/A
4.	Jay Howard	Burley	S.O.
5.	Jason Rogers	Burley	S.O.
6.	Casey Anderson	Burley	Citizen
7.	Sally Jettison	Burley	Treasurer
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