



Cassia County Board of Commissioners

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

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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Tuesday, May 31, 2016

9:00 AM

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

- 1) Call to Order
- 2) Pledge of Allegiance and Prayer
- 3) 5/31/2016 9:02 AM Roll Call

Roll Call.

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

- 4) 5/31/2016 9:02 AM Review Calendar, Meetings, and Correspondence
- 5) 5/31/2016 9:19 AM Personnel Matters:
 - a. Change of Status Requests – Auditor/Recorder’s Office
 - i. Increase in rate of pay for Carrie Lynn Merrell for length of service and evaluation
 - ii. Increase in rate of pay for length of service, evaluation, and promotion of Deputy Clerk Hilaree Young to Senior Elections Deputy and Social Services Clerk
 - b. Change of Status Request – Weed and Pest Department
 - i. Hiring of Temporary Weed Sprayer Melissa McMurray
 - c. Change of Status Request – Extension Office
 - i. Hiring of Temporary summer and Fair worker Mandy Darrington
 - ii. Hiring of Temporary summer and Fair worker Jodi R. Hepworth

5/31/2016 9:21 AM **Motion:** Change of Status Requests as presented, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

- 6) 5/31/2016 9:18 AM Junior College Residency Applications Review and Discussion
- 7) 5/31/2016 9:18 AM Board of Equalization – None today
- 8) 5/31/2016 9:18 AM County Road and Bridge Report
- 9) 5/31/2016 9:21 AM Discuss Third Floor Renovation
 - a. Heating, cooling, electrical, concrete cutting, carpeting, carpentry, plumbing, and data drop costs and bids were discussed to relocate the Prosecutor’s Office to the third floor.

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- b. The ductless HVAC system was proposed to be moved to the third floor from the second floor. Clerk's offices and storage for the second floor will be reviewed and discussed at a later date.

10) 5/31/2016 9:27 AM Review and Sign Master Services Agreement with Evo Studios, Inc.

- a. Some language adjustments were proposed and adopted.
- b. McMurray and Abenroth reviewed and worked on the agreement and approved the language.

5/31/2016 9:28 AM **Motion:** Authorize Chairman Crane to sign the Master Services Agreement with Evo Systems, Inc., **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

11) 5/31/2016 9:50 AM Follow Up Discussion Regarding Courthouse Parking

- a. Kunau recommended reserving the five parking spots at the north of the rear entrance to the courthouse for Administration, Clerk, Prosecutor, Treasurer, and Juvenile Probation.
- b. McMurray was asked by the board to prepare signs identifying the entity for which those parking spots are reserved.

5/31/2016 9:52 AM **Motion:** Signs identifying the five departments for reserved parking as discussed, **Action:** Approve, **Moved by** Bob Kunau - Member, **Seconded by** Paul Christensen - Member. Motion passed unanimously.

5/31/2016 9:52 AM Abenroth excused for attendance at court proceedings.

12) 5/31/2016 9:53 AM Review of Applicants for Vacancy on Fair Board and Consider Appointment

- a. Letter of resignation from Fair Board member Blair Davis was read by Crane.
- b. Applications and letters were received from Carla Beck, Cordell Sheridan, and Dr. Trevor Stapleman. Each were reviewed and discussed by the Board.

5/31/2016 10:00 AM **Motion:** Offer to Cordell Sheridan the position of Fair Board member, **Action:** Approve, **Moved by** Bob Kunau - Member, **Seconded by** Paul Christensen - Member. Motion passed unanimously.

- c. Christensen asked McMurray to send a note of appreciation to each applicant and to keep their applications on file and to send a formal letter to Sheridan regarding his appointment.

13) 5/31/2016 9:28 AM Review and Execute Resolution No. 2016-017 Regarding Amendments to Personnel Policy: Nepotism, Hiring, Classification, and Discipline

- a. Resolution No. 2016-017 was prepared by McMurray and Abenroth at the direction of the Board and has four attachments detailing areas of change.
- b. Changes fall in line with ICRMP recommendations as well as State and Federal considerations.
- c. "At-Will" employment as well as following due process as a public entity was discussed.

5/31/2016 9:48 AM **Motion:** Execute Resolution No. 2016-017, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

14) 5/31/2016 9:49 AM Review and Execute Resolution No. 2016-018 Regarding Tax Collector Making Adjustments of Late Charges, Interest, and Fees

- a. Resolution No. 2016-018 authorizes the Tax Collector to make adjustments associated with property taxes not to exceed \$25.00.

5/31/2016 9:49 AM **Motion:** Sign Resolution No. 2016-018, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau - Member.

Motion passed unanimously.

15) 5/31/2016 10:02 AM Review and Execute Letter of Support for Albion Quick Response Unit (QRU) Grant

5/31/2016 10:03 AM **Motion:** Signing letter of support for the Albion QRU grant application as presented, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau - Member.

Motion passed unanimously.

16) 5/31/2016 10:03 AM Review and Execute Letter of Support for Life Run Ambulance Grant

5/31/2016 10:04 AM **Motion:** Sign letter of support for Life Run Ambulance grant application as presented, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau - Member.

Motion passed unanimously.

17) 5/31/2016 9:10 AM PERSI Proposed Increase Employer Contributions and Net Pension Liability Reporting Under Government Accounting Standards Board (GASB) Statement 68 – Clerk Larsen

- a. Local training from PERSI will be held at the Burley City Hall at 9:00 a.m. Thursday, June 16, 2016, to discuss potential employer contribution rates.
- b. Larsen reviewed Net Pension Liability reporting in our outside audit detailing potential county liability under GASB Statement 68.

18) 5/31/2016 10:14 AM Report of State Tax Commission Budget and Levy Training Matters – Clerk Larsen

- a. HB606aa was reviewed regarding statutory changes for modifications with Revenue Allocation Areas and Urban Renewal Districts as reported by the State Tax Commission.
- b. State Tax Commission recommended review of Tax Code areas by county mappers for accuracy.
- c. HB474 was reviewed regarding forgone balance requests which require a resolution be passed by all taxing districts to utilize.

19) 5/31/2016 10:22 AM FY2017 Budget Timelines, Discussions, and Follow Up – Clerk Larsen

- a. Schedules for budget workshops for June 6th and June 13th were discussed.
- b. The board asked Larsen to request the budget of SIEDO under FOIA and to contact the Women's Shelter to advise them of the reasoning for non-payment for not meeting state standards.
- c. Christensen reported a 2% increase with ICRMP, no increase with SISW District for FY2017, and no increase in health insurance costs with built reserves in the Benefit Trust Account.
- d. Possible changes in balance of health insurance and rate of pay for employees was discussed.

20) 5/31/2016 10:22 AM Discussion of Scheduling for Department Head/Elected Officials Budget Workshops – Clerk Larsen

- a. The Board desires to have all department heads to meet with the Board for budget workshops.

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21) 5/31/2016 10:46 AM Indigent Matters

5/31/2016 10:46 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** Bob Kunau, Member, **Seconded by** Paul Christensen, Member.

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

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

5/31/2016 11:04 AM **Motion:** Indigent recommendations of the Social Services Director, **Action:** Approve on exit of Executive Session, **Moved by** Bob Kunau, Member, **Seconded by** Paul Christensen, Member.
Motion passed unanimously.

22) 5/31/2016 10:45 AM Review and Approve Minutes

5/31/2016 10:45 AM **Motion:** Minutes from 05/23/2016, **Action:** Approve, **Moved by** Bob Kunau, Member, **Seconded by** Paul Christensen, Member.

Motion passed unanimously.

5/31/2016 10:45 AM **Motion:** Minutes from the special meeting with the Minidoka County Commissioners on 05/24/2016, **Action:** Approve, **Moved by** Bob Kunau, Member, **Seconded by** Paul Christensen, Member.
Motion passed unanimously.

23) 5/31/2016 11:05 AM Review and Approve Payables

5/31/2016 11:09 AM **Motion:** Payables from 05/31/2016, **Action:** Approve, **Moved by** Bob Kunau, Member, **Seconded by** Paul Christensen, Member.

Motion passed unanimously.

24) 5/31/2016 11:09 AM Adjournment

5/31/2016 11:09 AM **Motion:** Today's meeting of the Board, **Action:** Adjourn, **Moved by** Paul Christensen, Member, **Seconded by** Bob Kunau, Member.

Motion passed unanimously.

APPROVED:

/s/ _____

Dennis Crane, Chairman

CLERK OF THE BOARD:

/s/ _____

Joseph W. Larsen

COUNTY EXPENDITURES ATTACHMENT

5/31/2016

COUNTY EXPENDITURES

	DEPARTMENT	FUND/DEPT	AMOUNT	
104 Current Expense Fund	COUNTY COMMISSIONERS	104.401	\$191.05	
	AUDITOR & RECORDER	104.402	\$155.29	
	TREASURER	104.404	\$0.00	
	ASSESSOR	104.405	\$312.70	
	AGRICULTURAL EXTENSION	104.410	\$441.75	
	COUNTY BUILDING	104.411	\$0.00	
	JUDICIAL CENTER	104.412	\$222.21	
	BOARD OF HEALTH	104.413	\$0.00	
	PLANNING & ZONING	104.414	\$142.83	
	GENERAL	104.415	\$712.99	
	CIVIL DEFENSE	104.416	\$0.00	
	COUNTY ELECTIONS	104.417	\$73.00	
	LAW ENFORCEMENT BUILDING	104.418	\$2.81	
	COUNTY ADMINISTRATION	104.419	\$308.12	
	VETERANS SERVICE OFFICER	104.421	\$987.50	
	CURRENT EXPENSE FUND TOTAL			\$3,550.25
	Dedicated Funds	SOCIAL SERVICES	105.502	\$6,196.94
CASSIA COUNTY COURTS		106.602	\$1,440.42	
COUNTY ROAD & BRIDGE		107.707	\$265.97	
WEED & PEST		108.708	\$0.00	
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	\$289.48	
9-1-1 COMMUNICATIONS		115.715	\$0.00	
CONSOLIDATED ELECTIONS		116.716	\$0.00	
COUNTY WATERWAYS		117.717	\$0.00	
COUNTY SNOWMOBILE		118.718	\$0.00	
ASSESSOR TRUST		123.323	\$52.25	
EMERGENCY MEDICAL SERVICE		133.733	\$0.00	
NARCOTICS SEIZED ASSETS		134.334	\$0.00	
CASSIA DRUG TASK FORCE		136.736	\$0.00	
D.A.R.E. TRUST		137.737	\$0.00	
PHYSICAL FACILITIES		144.744	\$147.01	
ADULT MISDEMEANOR PROB TRUST		149.349	\$0.00	
ADULT MISDEMEANOR PROBATION		149.749	\$7,180.48	
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			\$15,572.55	
130 Justice Fund	JUSTICE FUND	130.330	\$0.00	
	CLERK OF THE DISTRICT COURT	130.803	\$0.00	
	CONFLICT PUBLIC DEFENDER	130.804	\$500.00	
	JUVENILE JUSTICE	130.805	\$0.00	
	PROSECUTING ATTORNEY	130.807	\$223.20	
	PUBLIC DEFENDER	130.808	\$294.17	
	CORONER	130.809	\$0.00	
	SHERIFF - PATROL	130.821	\$319.49	
	SHERIFF - INVESTIGATIONS	130.822	\$205.00	
	SHERIFF - DISPATCH	130.823	\$175.00	
	SHERIFF - ADMINISTRATION	130.824	\$2,125.99	
	M-C CRIMINAL JUSTICE CENTER	130.827	\$0.00	
	M-C JUVENILE DETENTION CENTER	130.828	\$0.00	
JUSTICE FUND TOTAL			\$3,842.85	
TOTAL EXPENDITURES			\$22,965.65	

ATTENDANCE LOG ATTACHMENT

CASSIA COUNTY COMMISSIONERS

Attendance Log

Date: 5-31-16

	NAME (PLEASE PRINT)	TOWN	REPRESENTING
1.	Jay Howard	Barley	S-O-
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