



Cassia County Board of Commissioners

SPECIAL MEETING MINUTES

Wednesday, August 2, 2018

*Cassia County Courthouse ▪ Commission Chambers
1459 Overland Ave ▪ Room 206 ▪ Burley ID 83318*

1:30 PM

The Cassia County Board of Commissioners met today in a special meeting at the place and time as posted by agenda pursuant to Idaho Code § 74-204 for Open Meetings Law.

AGENDA ITEMS

- 1) Call to order
- 2) Pledge of Allegiance and prayer
- 3) Roll call

1:33 PM **Roll Call.**

Present: Paul Christensen - Member, Bob Kunau - Chair, Kerry McMurray - Assistant to Commissioners (Not voting), Doug Abenroth - County Attorney (Not voting), Joe Larsen - Clerk (Not voting), Heather Evans – Deputy Clerk (Not voting) joined the meeting at 1:45 PM to clerk the balance of the meeting.

Excused: Tim Darrington - Member.

- 4) 1:34 PM Appointment of Laura Greener to fill vacancy of County Treasurer

1:34 PM **Motion and Action:** Approve designation of Laura Greener to fill vacancy of County Treasurer, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau, Chair.
Motion passed unanimously.

- 5) 1:35 PM Designation of Sheri Bedke as Chief Deputy Treasurer

1:35 PM **Motion and Action:** Approve designation of Sheri Bedke as the Chief Deputy Treasurer, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau - Chair.
Motion passed unanimously.

- 6) 1:35 PM Administration and certification of Oath of Office for:
 - a. Treasurer Laura Greener by Bob Kunau, Chair
 - b. Chief Deputy Treasurer Sheri Bedke by Bob Kunau, Chair

- 7) 1:39 PM Review and sign MOU with BLM and Cassia County for the County to be a cooperating agency regarding fuel breaks and fuels treatments and rangeland restoration programmatic environmental impact statements
 - a. An MOU was sent that outlines on the designation of Cassia County as a cooperating agency.
 - b. The Board approved and signed said MOU.

1:40 PM **Motion and Action:** Sign MOU with BLM and Cassia County to be a cooperating agency, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau, Chair.
Motion passed unanimously.

- 8) 1:41 PM Review and approve Alcoholic Beverage License applications
- a. An audio recording was in place to facilitate a verbatim transcript of the proceedings.
 - b. Larsen pointed out that the agenda included others that may apply after the agenda was posted. An application was received late for Smith's Food & Drug.
 - c. Two entities who held Alcoholic Beverage Licenses expired 7/31/2018 and did not renew. Law enforcement agencies were notified of such by the Recorder's Office.
 - i. Smith's Food & Drug - bottle and canned beer OFF premises and wine by the bottle.
 - ii. El Torito Market - bottled and canned beer ON and OFF premises.
 - d. Law enforcement previously reviewed applications presented and all matters were in order.

1:44 PM **Motion and Action:** Approve Alcoholic Beverage Licenses as presented, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau, Chair.
Motion passed unanimously.

- 9) 1:46 PM Review and finalize FY2019 Budget for publication purposes
- a. Larsen indicated some late COS requests presented today would exceed FY2018 as well as FY2019 budgeted amounts. That necessitated adding to the budgeted amounts provided to the Board previously. As the published budget for FY2019 cannot be increased, those additional requested amounts were incorporated in the FY2019 published budget. The Board can reduce those amounts for the public budget hearing on 8/27/2018 if they choose not to approve them.
 - b. Evans reported that Treasurer Laura Greener had a rate of pay increase request for the Chief Deputy that was not included in the FY2019 budget request. Approximately \$6,000 has been added to the Treasurer's FY2019 published budget in the event the Board approves that.
 - c. Two COS requests were received from law enforcement for an increase in rate of pay previously not requested or budgeted for in the presented FY2019 budget. That request was for new State-required POST training for dispatchers which they desire to have increase in rates of pay. They were not included in the original direction of the Board for base pay increases for FY2019. Just under \$19,000 would be needed to meet that request. Kunau asked if revenue sources were identified to cover that and Evans stated there were not.
 - d. Accuracy with a COS for Jason Loveless was discussed. Christensen suggested holding off on approval of COS requests to discuss the matter with the Sheriff's Office.
 - e. Kunau expressed concern with the fairness of increases in rate of pay for some with certification requirements that others in the County do not receive when duties do not change.
 - f. The final tentatively-approved budget is \$18,461,952.00. That is a 3.89% increase from FY2018. The total increase in property tax receipts for FY2019 over FY2018 is estimated to be \$252,165.00. The proposed increase for levied funds for FY2019 is \$650,606.00. The Cassia County Fair requested an additional \$95,000.00 for expenditures in excess of what was budgeted for FY2018 which will come from their existing fund carryover. A shortage of allocated revenue estimates in the amount of \$303,441.00 is needed to meet the proposed FY2019 budget. Reserves and FY2018 yearend fund balances can be used to cover that shortfall.

- g. Evans reviewed the updated Revenue Summary Sheet with the Board which provided the overview of revenues projects and estimated fund balances for FY2019 yearend. She pointed out that estimated revenues have increased from FY2018 and as a result, a lesser amount of PILT was allocated towards expenditures.
- h. The Revenue Summary Sheet highlighted, as had been discussed with the Board in previous meetings, Adult Misdemeanor Probation is projected to have a negative fund balance for FY2018. To mitigate a negative balance, both Minidoka County and Cassia County will be required to fund those shortages by amendment of their respective FY2018 budgets.

2:23 PM **Motion and Action:** Approve the publication of the proposed FY2019 budget, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau, Chair.
Motion passed unanimously.

10) 2:23 PM Personnel Matters – Change of Status Requests

- a. MCCJC – Amendment request for hiring of Detention Deputy Christina Ulmer (Uncertified)
- b. CCSO – Wage Adjustment for certification of Dispatcher Andrea Clegg
- c. CCSO – Wage Adjustment for certification of Dispatcher Janin Schmidt
- d. CCSO – Transfer of Detention Deputy Chelsea Holcomb to City Patrol Deputy
- e. CCSO – Hiring of Justin Webb as part time reserve deputy
- f. MCCJC – Voluntary resignation of Detention Deputy Jason Loveless
- g. Treasurer's Office – Promotion of Deputy Treasurer Sheri Bedke to Chief Deputy Treasurer
- h. Treasurer's Office – Appointment of Chief Deputy Treasurer Laura Greener as Cassia County Treasurer

2:36 PM **Motion and Action:** Accept Change of Status Requests as marked as some are not approvals, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

11) 2:38 PM Approve payables

2:38 PM **Motion and Action:** Approve payables dated 8/2/2018, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau - Chair.
Motion passed unanimously.

- a. McMurray stated a reimbursement claim from Christensen for use of his personal house trailer for County business as a per diem for the least expensive method for travel and lodging.
- b. Christensen amended his reimbursement claim to include two \$50.00 per diem payments for his stay while conducting County business totaling \$100.00.
- c. Kunau said we should adopt this within the policy. McMurray said the policy could be expanded upon to include verbiage for that type of reimbursement but recommended the claim under the provision of per diem would balance that out.

12) 2:41 PM Approve minutes

2:41 PM **Motion and Action:** Approve minutes from 7/30/2018, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau - Chair.

Motion passed unanimously.

13) 2:42 PM Executive Session (for the purpose of discussing indigent matters)

- a. The Board determined that approval of indigent matters would not require an executive session.
- b. Indigent dismissals proposed by the Social Services Director were presented for approval.

2:44 PM **Motion and Action:** Approve signing of medical indigent lean releases for Cases No. 2018053, 2018026, and 201041 as recommended by the Social Services Director, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau - Chair.

Motion passed unanimously.

14) 2:54 PM Adjourn

2:54 PM **Motion and Action:** Adjourn, **Moved by** Paul Christensen - Member, **Seconded by** Bob Kunau - Chair.

Motion passed unanimously.

APPROVED:

/s/ _____

Bob Kunau, Chair

CLERK OF THE BOARD:

/s/ _____

Joseph W. Larsen

COUNTY EXPENDITURES ATTACHMENT

COUNTY EXPENDITURES

8/2/2018

	DEPARTMENT	FUND/DEPT	AMOUNT
104 Current Expense Fund	COUNTY COMMISSIONERS	104.401	\$0.00
	AUDITOR & RECORDER	104.402	\$0.00
	TREASURER	104.404	\$11.28
	ASSESSOR	104.405	\$201.76
	PUBLIC DEFENDER	104.408	\$718.38
	AGRICULTURAL EXTENSION	104.410	\$50.95
	COUNTY BUILDING	104.411	\$0.00
	JUDICIAL CENTER	104.412	\$0.00
	BOARD OF HEALTH	104.413	\$0.00
	PLANNING & ZONING	104.414	\$58.66
	GENERAL	104.415	\$1,451.09
	CIVIL DEFENSE	104.416	\$154.77
	COUNTY ELECTIONS	104.417	\$0.00
	LAW ENFORCEMENT BUILDING	104.418	\$0.00
	COUNTY ADMINISTRATION	104.419	\$231.59
	VETERANS SERVICE OFFICER	104.421	\$0.00
CURRENT EXPENSE FUND TOTAL			\$2,878.48
Dedicated Funds	SOCIAL SERVICES	105.502	\$4.50
	CONFLICT INDIGENT DEFENDER	105.504	\$0.00
	CASSIA COUNTY COURTS	106.602	\$4,394.91
	COUNTY ROAD & BRIDGE	107.707	\$1,804.60
	WEED & PEST	108.708	\$0.00
	SOLID WASTE	109.709	\$5,825.00
	AMBULANCE SERVICE	110.710	\$17,450.00
	FAIR EXHIBITS	111.711	\$68,050.00
	HISTORICAL SOCIETY	112.712	\$0.00
	COMMUNITY COLLEGE	113.713	\$0.00
	REVALUATION	114.714	\$1,375.87
	9-1-1 COMMUNICATIONS	115.715	\$3,982.05
	CONSOLIDATED ELECTIONS	116.716	\$0.00
	COUNTY WATERWAYS	117.717	\$0.00
	COUNTY SNOWMOBILE	118.718	\$0.00
	ASSESSOR TRUST	123.323	\$0.00
	K-9 TRUST	128.328	\$0.00
	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	\$50.00
	ADULT MISDEMEANOR PROBATION TRUST	149.349	\$0.00
	ADULT MISDEMEANOR PROBATION	149.749	\$8,395.26
	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			\$111,332.19
130 Justice Fund	JUSTICE FUND	130.330	\$1,698.00
	CLERK OF THE DISTRICT COURT	130.803	\$0.00
	MINI-CASSIA JUVENILE PROBATION	130.805	\$0.00
	PROSECUTING ATTORNEY	130.807	\$10.90
	CORONER	130.809	\$0.00
	SHERIFF - PATROL	130.821	\$290.95
	SHERIFF - INVESTIGATIONS	130.822	\$0.00
	SHERIFF - DISPATCH	130.823	\$192.52
	SHERIFF - ADMINISTRATION	130.824	\$722.92
	MINI-CASSIA CRIMINAL JUSTICE CENTER	130.827	\$2,760.21
	MINI-CASSIA JUVENILE DETENTION CENTER	130.828	\$0.00
	SHERIFF - PATROL (City of Burley)	130.851	\$538.35
	SHERIFF - INVESTIGATIONS (City of Burley)	130.853	\$219.50
	SHERIFF - ADMINISTRATION (City of Burley)	130.854	\$0.00
JUSTICE FUND TOTAL			\$6,433.35
TOTAL EXPENDITURES			\$120,644.02

COUNTY EXPENDITURES

08/02/2018 Bankcard Payables

	DEPARTMENT	FUND/DEPT	AMOUNT
104 Current Expense Fund	COUNTY COMMISSIONERS	104.401	\$0.00
	AUDITOR & RECORDER	104.402	\$2,198.45
	TREASURER	104.404	\$0.00
	ASSESSOR	104.405	\$262.00
	PUBLIC DEFENDER	104.408	\$0.00
	AGRICULTURAL EXTENSION	104.410	\$0.00
	COUNTY BUILDING	104.411	\$0.00
	JUDICIAL CENTER	104.412	\$0.00
	BOARD OF HEALTH	104.413	\$0.00
	PLANNING & ZONING	104.414	\$100.00
	GENERAL	104.415	\$0.00
	CIVIL DEFENSE	104.416	\$175.00
	COUNTY ELECTIONS	104.417	\$0.00
	LAW ENFORCEMENT BUILDING	104.418	\$0.00
	COUNTY ADMINISTRATION	104.419	\$0.99
	VETERANS SERVICE OFFICER	104.421	\$0.00
CURRENT EXPENSE FUND TOTAL			\$2,736.44
Dedicated Funds	SOCIAL SERVICES	105.502	\$0.00
	CONFLICT INDIGENT DEFENDER	105.504	\$0.00
	CASSIA COUNTY COURTS	106.602	\$17.63
	COUNTY ROAD & BRIDGE	107.707	\$278.01
	WEED & PEST	108.708	\$11.30
	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	\$0.00
	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	\$0.00
	K-9 TRUST	128.328	\$0.00
	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	\$0.00
	ADULT MISDEMEANOR PROBATION TRUST	149.349	\$0.00
	ADULT MISDEMEANOR PROBATION	149.749	\$552.47
	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			\$859.41
130 Justice Fund	JUSTICE FUND	130.330	\$0.00
	CLERK OF THE DISTRICT COURT	130.803	\$0.00
	MINI-CASSIA JUVENILE PROBATION	130.805	\$0.00
	PROSECUTING ATTORNEY	130.807	\$532.94
	CORONER	130.809	\$0.00
	SHERIFF - PATROL	130.821	\$514.14
	SHERIFF - INVESTIGATIONS	130.822	\$1,154.79
	SHERIFF - DISPATCH	130.823	\$399.61
	SHERIFF - ADMINISTRATION	130.824	\$1,370.50
	MINI-CASSIA CRIMINAL JUSTICE CENTER	130.827	\$794.64
	MINI-CASSIA JUVENILE DETENTION CENTER	130.828	\$0.00
	SHERIFF - PATROL (City of Burley)	130.851	\$1,060.41
	SHERIFF - INVESTIGATIONS (City of Burley)	130.853	\$613.76
	SHERIFF - ADMINISTRATION (City of Burley)	130.854	\$171.14
JUSTICE FUND TOTAL			\$6,611.93
TOTAL EXPENDITURES			\$10,207.78

COUNTY EXPENDITURES

08/02/2018 Burley City Utility Payables

	DEPARTMENT	FUND/DEPT	AMOUNT
104 Current Expense Fund	COUNTY COMMISSIONERS	104.401	\$0.00
	AUDITOR & RECORDER	104.402	\$0.00
	TREASURER	104.404	\$0.00
	ASSESSOR	104.405	\$0.00
	PUBLIC DEFENDER	104.408	\$184.87
	AGRICULTURAL EXTENSION	104.410	\$0.00
	COUNTY BUILDING	104.411	\$1,934.87
	JUDICIAL CENTER	104.412	\$1,247.41
	BOARD OF HEALTH	104.413	\$0.00
	PLANNING & ZONING	104.414	\$0.00
	GENERAL	104.415	\$0.00
	CIVIL DEFENSE	104.416	\$0.00
	COUNTY ELECTIONS	104.417	\$0.00
	LAW ENFORCEMENT BUILDING	104.418	\$1,568.10
	COUNTY ADMINISTRATION	104.419	\$0.00
	VETERANS SERVICE OFFICER	104.421	\$0.00
CURRENT EXPENSE FUND TOTAL			\$4,935.25
Dedicated Funds	SOCIAL SERVICES	105.502	\$0.00
	CONFLICT INDIGENT DEFENDER	105.504	\$0.00
	CASSIA COUNTY COURTS	106.602	\$0.00
	COUNTY ROAD & BRIDGE	107.707	\$0.00
	WEED & PEST	108.708	\$151.62
	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	\$0.00
	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	\$0.00
	K-9 TRUST	128.328	\$0.00
	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	\$630.02
	ADULT MISDEMEANOR PROBATION TRUST	149.349	\$0.00
	ADULT MISDEMEANOR PROBATION	149.749	\$851.07
	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			\$1,632.71
130 Justice Fund	JUSTICE FUND	130.330	\$0.00
	CLERK OF THE DISTRICT COURT	130.803	\$0.00
	MINI-CASSIA JUVENILE PROBATION	130.805	\$0.00
	PROSECUTING ATTORNEY	130.807	\$0.00
	CORONER	130.809	\$0.00
	SHERIFF - PATROL	130.821	\$0.00
	SHERIFF - INVESTIGATIONS	130.822	\$0.00
	SHERIFF - DISPATCH	130.823	\$0.00
	SHERIFF - ADMINISTRATION	130.824	\$0.00
	MINI-CASSIA CRIMINAL JUSTICE CENTER	130.827	\$5,379.01
	MINI-CASSIA JUVENILE DETENTION CENTER	130.828	\$0.00
	SHERIFF - PATROL (City of Burley)	130.851	\$0.00
	SHERIFF - INVESTIGATIONS (City of Burley)	130.853	\$0.00
	SHERIFF - ADMINISTRATION (City of Burley)	130.854	\$0.00
JUSTICE FUND TOTAL			\$5,379.01
TOTAL EXPENDITURES			\$11,946.97

ATTENDANCE LOG ATTACHMENT

Cassia County Commissioner Meeting

Attendance Log

Date: 8-2-18

NAME (Please Print)	TOWN	REPRESENTING
1. Joseph Crystal	Burley	
2. James Crystal	Burley	
3. Emma Crystal	Burley	
4. Jeff Crystal	Burley	
5. Tanya Crystal	Burley	
6. Sherie Greener	Burley	
7. Barney Greener	Burley	
8. Sheri Beakle	Burley	Treasurer office
9. Janet vandersypen	Burley	self (Sheri mom)
10. Kiana Greener	Burley	
11. BRENT GREENER	BURLEY	
12. KAVISIA GREENER	Burley	
13. Billy Crystal	Burley	
14. Kaila M. Crystal	Burley	
15. Heather Whitehead Frang	Pouny	Auditors
16. Benjamin Thor Crystal	Burley	
17. Laura Greener	Treasurer	Burley
18.		
19.		
20.		
21.		
22.		
23.		
24.		