



# 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, March 17, 2014

The Board of Cassia County Commissioners met in regular session on Monday, March 17, 2014, at 9:00 a.m. in the Commissioner Chambers of the Cassia County Courthouse. Commissioner Christensen was excused as he was out of town today.

THOSE PRESENT:	County Commissioners:	Dennis Crane, Chairman Bob Kunau
	Clerk of the Board:	Joseph W. Larsen
	Prosecuting Attorney:	Al Barrus
	County Administrator:	Kerry D. McMurray
	Others:	Jay Heward, Sheriff George Warrell, Undersheriff Dwight Davis, Assessor Ruthe Hobbs Richard Funk Jay Lenkersdorfer, The News Journal

1) 9:15 AM AMENDMENT TO AGENDA

- a) A listing of 2014 deleted homeowners came in late from the Assessor's Office that needs to be reviewed by the Board.

**9:25 AM**

**MOTION: COMMISSIONER KUNAU MOVED TO ADD TO THE AGENDA DISCUSSION OF DELETED HOMEOWNERS. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

- b) The proposed 2014 deleted homeowners list was read by Commissioner Kunau and Chairman Crane.

**10:05 AM**

**MOTION: COMMISSIONER KUNAU MOVED TO APPROVE THE ASSESSOR'S OFFICE IN SENDING NOTICE TO THOSE WHO WERE HAVING THEIR HOMEOWNER'S EXEMPTION DELETED. CHAIRMAN CRANE SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

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- 2) 9:00 AM CALL TO ORDER, PLEDGE OF ALLEGIANCE, REVIEW CALENDAR, MINUTES, CORRESPONDENCE, PERSONNEL, CSI RESIDENCIES, COUNTY PAYABLES, COUNTY ROAD AND BRIDGE, BUILDING AND GROUNDS MATTERS, GATEWAY MATTERS
  - a) 9:03 AM CALENDAR
    - i) South Central Community Action meeting in Twin Falls on Thursday
    - ii) Federal Lands Advisory Group Committee (FLAG) Meeting at 2:00 p.m. Thursday, March 20, 2014 at the Burley City Council Chambers
    - iii) Planning and Zoning Meeting at 2:00 p.m. Thursday
  - b) 9:03 AM CORRESPONDENCE (none)
  - c) 9:29 AM PERSONNEL
    - i) CHANGE OF STATUS
      - (1) SHERIFF'S OFFICE
        - (a) Increase in rate of pay for Sergeant – Patrolman Douglas Welch for POST Intermediate Certification
      - (2) MINI-CASSIA CRIMINAL JUSTICE CENTER
        - (a) Increase in rate of pay for Detention Corporal Tina Cranney for completion of Level III Detention Certification

**9:29 AM**

**MOTION: COMMISSIONER KUNAU MOVED TO APPROVE SAID CHANGE OF STATUS FOR PATROLMAN DOUGLAS WELCH AS PRESENTED. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

**9:34 AM**

**MOTION: COMMISSIONER KUNAU MOVED TO APPROVE SAID CHANGE OF STATUS FOR DETENTION CORPORAL TINA CRANNEY. CHAIRMAN CRANE SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

- d) 9:08 AM JUNIOR COLLEGE RESIDENCY APPLICATIONS (None today)
- e) 12:03 PM COUNTY PAYABLES

CURRENT EXPENSES	104	\$16,047.50
DISTRICT COURT FUND	106	\$97.85
COUNTY ROADS & BRIDGES FUND	107	\$1,200.12
WEED & PEST FUND	108	\$634.05
REVALUATION FUND	114	\$499.22
COUNTY ELECTION FUND	116	\$412.51
COUNTY SNOWMOBILE FUND	118	\$519.15
ASSESSOR TRUST FUND	123	\$13.50
JUSTICE FUND	130	\$43,503.47
PHYSICAL FACILITIES FUND	144	\$147.50
ADULT MISDEMEANOR PROBATION	149	\$2,073.59
	<b>TOTAL</b>	<b>\$65,148.46</b>

**12:03 AM**

**MOTION: COMMISSIONER KUNAU MOVED TO APPROVE COUNTY PAYABLES DATED MARCH 17, 2014. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

- f) 9:07 AM COUNTY ROAD AND BRIDGE
  - i) Grading is almost complete.
- g) 9:08 AM BUILDING AND GROUNDS MATTERS
  - i) Carpet in the Prosecutor's office is completed. Work will begin next in the Auditor's Office.
  - ii) The Prosecutor's office will be ready for the move to the courthouse on April 1, 2014.
  - iii) The Burley High School construction class and their instructor, Tim Campbell will meet this afternoon in the former District Courtroom to plan some construction there.
- h) 9:10 AM GATEWAY MATTERS
  - i) An email was received from Doug Balfour indicating that he is going to meet with the new representative from BLM.
- 3) 9:12 AM BOARD OF EQUALIZATION (BOE)
  - a) No BOE today.
  - b) Assessor Davis reported that Idaho Code 63-602 requires removal of all Homeowner Exemptions that no longer qualify. Each will receive a letter regarding that and then their Homeowner Exemption will be eliminated.
  - c) Davis provided the list for the Board's information and requested their approval to notify them.
  - d) The 2014 Deleted Homeowner's list was read by Commissioner Kunau and the Board concurred to have Davis send out letters to the affected homeowners.
- 4) 9:15 AM CASSIA COUNTY SHERIFF'S OFFICE DISCUSS CHANGE OF STATUS
  - a) Sheriff Heward and Undersheriff Warrell informed the Board that two deputies are leaving their employment and another one is retiring at the end of April.
  - b) One who is leaving is a sergeant and they will not replace the sergeant position. They will have Sergeant Eric Nebeker run that team.
  - c) They discussed with the Board that five deputies have been with the department for over two years and they would like to increase their rate of pay by \$600.00 each.
  - d) There is a discrepancy in pay with some of their deputies and they would like to level out that pay in preparation for implementation of step and grade.
  - e) It was pointed out that accruals of employees needing to be kept in line.
  - f) Larsen explained the implementation of an accrual account to be budgeted for in FY2015 under the discretion of the Board of Commissioners with parameters to not harm department budgets when reasonable accruals need to be paid out to those who terminate their employment.
  - g) The Board expressed concern with using overtime to make up for employees that are not replaced. They indicated that they are trying to avoid that.
  - h) Court Bailiff Kim Hammond and Deputy David Potter completed their POST training.
- 5) 9:25 AM HIRE ROAD TECH POSITION – COUNTY ROAD AND BRIDGE
  - a) Road and Bridge has requested a part time three month position for the busy time of the season.
  - b) Larsen provided the "A" budget that evidences available budgeted funds to account for that position based on the recent departure of one of their employees.

**9:41 AM**

**MOTION: COMMISSIONER KUNAU MOVED TO ALLOW ROAD AND BRIDGE TO HIRE FOR THE PART TIME POSITION. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

- 6) 9:38 AM REVIEW CONFLICT PUBLIC DEFENDER REPORT FROM CLAYNE ZOLLINGER, JR.
  - a) The Board reviewed the Conflict Public Defender report for February 2014.

7) 9:39 AM REVIEW AND DELIBERATE ON JOB DESCRIPTIONS FOR GROUNDSKEEPER AND OFFICE MANAGER AT FAIRGROUNDS

- a) Job descriptions were prepared by the Fair Board and reviewed by McMurray for a groundskeeper and an office manager.
- b) Crane expressed that those employees are under the direction of the Fair Board.

**9:43 AM**

**MOTION: COMMISSIONER KUNAU MOVED TO APPROVE THE FAIR EMPLOYEE JOB DESCRIPTIONS FOR GROUNDSKEEPER AND FOR OFFICE MANAGER. COMMISSIONER CRANE SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

- c) They will advertise and interview for the position of Office Manager.
- d) Commissioner and members of the Fair Board will participate in interviews.
- e) McMurray and Crane have discussed this change with Fair employee Cory Parish.
- f) Kunau expressed concern about costs for the changes. They were in hopes that they would save enough money from overtime pay to pay for the Office Manager. Crane indicated that it shouldn't affect the budget much.
- g) They are hoping to get the open position advertised by April 1<sup>st</sup> for the Office Manager position. It will be a part time position without benefits.

**9:53 AM**

**MOTION: COMMISSIONER KUNAU MOVED TO APPROVE THE HIRING FOR THE PART TIME OFFICE MANAGER POSITION WITH THE FAIR BOARD. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

8) 10:50 AM CANVASS BALLOTS FROM MARCH 11, 2014 CONSOLIDATED ELECTIONS CASSIA COUNTY SCHOOL BOND

- a) Susan Keck and Hilaree Whitehead presented the results of the school levy election conducted on March 11, 2014.
- b) Keck reported on statistics from that election and the success of the implementation of the new ES&S polling place tabulators. The results were reported in record time.

**11:00 AM**

**MOTION: COMMISSIONER KUNAU MOVED TO APPROVE THE CANVASS OF THE VOTE FOR THE MARCH 11, 2014 TAXING DISTRICT ELECTION. CHAIRMAN CRANE SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

9) 11:03 AM INDIGENT MATTERS

**11:03 AM EXECUTIVE SESSION**

**MOTION: COMMISSIONER KUNAU MOVED TO CONVENE IN EXECUTIVE SESSION REGARDING MEDICAL INDIGENT MATTERS UNDER IDAHO CODE SECTION 67-2345(1)(D). COMMISSIONER CHRISTENSEN SECONDED THE MOTION. A ROLL CALL VOTE WAS UNANIMOUS WITH CHAIRMAN CRANE AND COMMISSIONER KUNAU VOTING IN THE AFFIRMATIVE.**

Welfare Director Susan Keck presented the following cases for review and approval of the Board:

- a) Discussion of Non-medical Assistance and Charitable Donations Email
- b) Collection of Account: 2010116
- c) Certificate of Denial: 2014011, 2014012, 2014013, 2014014, 2014020
- d) Payoff and Letter of Appreciation: 2013102
- e) Notice of Lien and Application for Medically Indigent Benefits: 2014024, 2014025, 2014026, 2014027

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f) Release of Medically Indigent Lien: 206051

11:19 AM

**MOTION: COMMISSIONER KUNAU MOVED TO APPROVE THE MEDICAL INDIGENT ACTIONS AS PRESENTED. CHAIRMAN CRANE SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. THE BOARD RETURNED TO REGULAR SESSION AT 11:19 AM.**

11:20 AM *EXECUTIVE SESSION*

**MOTION: COMMISSIONER KUNAU MOVED TO CONVENE IN EXECUTIVE SESSION REGARDING PERSONNEL MATTERS UNDER IDAHO CODE SECTION 67-2345(1)(A). CHAIRMAN CRANE SECONDED THE MOTION. A ROLL CALL VOTE WAS UNANIMOUS WITH CHAIRMAN CRANE, AND COMMISSIONER KUNAU VOTING IN THE AFFIRMATIVE. THE BOARD RETURNED TO REGULAR SESSION AT 11:25 AM.**

11:26 AM *EXECUTIVE SESSION*

**MOTION: COMMISSIONER KUNAU MOVED TO CONVENE IN EXECUTIVE SESSION REGARDING PERSONNEL MATTERS UNDER IDAHO CODE SECTION 67-2345(1)(A). CHAIRMAN CRANE SECONDED THE MOTION. A ROLL CALL VOTE WAS UNANIMOUS WITH CHAIRMAN CRANE, AND COMMISSIONER KUNAU VOTING IN THE AFFIRMATIVE. THE BOARD RETURNED TO REGULAR SESSION AT 12:02 PM.**

10) 12:00 PM DEPARTMENT HEAD TRAINING

a) The training was cancelled

11) 12:04 PM ADJOURNMENT

APPROVED:

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

Dennis Crane, Chairman of the Board

ATTEST:

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

Joseph W. Larsen, Clerk of the Board