

**Minutes of Meeting
Business Meeting
December 4, 2012
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Jai Nelson and Commissioner Dan Green met to discuss the following agenda items. Also present were Civil Deputy Prosecuting Attorney John Cafferty and Deputy Clerk Nancy Jones.

- A. Call to Order:** Chairman Tondee called the meeting to order at 2:05 p.m.
- B. Pledge of Allegiance:** Chairman Tondee led the Pledge of Allegiance.
- C. Approval of Consent Calendar:** Chairman Tondee read the items listed on the Consent Calendar.

Minutes of Meetings

11/20/2012 Centennial Trail Joint Powers Board
11/20/2012 Business Meeting
11/20/2012 Community Development Update
11/26/2012 Quarterly Fire Protection District
11/26/2012 Worley Historical Society/Kootenai Historical Preservation Commission
11/27/2012 Request for Reduction of Monthly Payment No. 2012-346
11/27/2012 Request for Release of Lien No. 2012-1020
11/27/2012 Indigent Appeal 2012-819
11/27/2012 Request for Lien Subordination No. 2010-1883

Board Actions

Assessor's Recommendation to Adjust Tax/Valuation Parcel No's.: 53N04W330900; MZZ34W33321B; MDM00000420; MZZ04W164210; 50N04W161050; 0470000200AA; H93020100250; B63000010050; P76140030230; C736000B0090; P7355010070

Treasurer's Request for Cancellation of Taxes/Late Charges/Interest/Fees/Parcel No.: MQC00000045A

BOCC Signatures for Indigent Cases: 11/22/2012 through 11/28/2012

Kootenai County Kennel License Application: Rebecca Campbell/Becky's Big Dog Rescue

Commissioner Nelson moved to approve the Consent Calendar as read into the record by Chairman Tondee. Chairman Tondee seconded the motion. There being no discussion, Deputy Clerk Jones called the roll:

Commissioner Nelson: Aye
Commissioner Green: Aye
Chairman Tondee: Aye
The motion carried.

- D. Changes to the Agenda:** There were no changes to the agenda.
- E. Old Business:** There was no old business discussed.

F. New Business:

1. Public Hearing: Adjustments to FY 2012 Budget/Appropriation of Contingency Funds/Auditor

The Board met to conduct a Public Hearing, for which notice was given, pursuant to *Idaho Code* §31-1604 and §31-1605 in the *Coeur d'Alene Press* on November 20, 2012, and November 27, 2012, for the purpose of hearing public comment on adjustments to the Fiscal Year 2012 budget to reflect unscheduled revenues.

Chairman Tondee opened the Public Hearing at 2:10 p.m.

Under discussion, Kootenai County Finance Director Dave McDowell clarified that the specific purpose of the public hearing was to address the adjustments to the Fiscal Year 2012 Budget, not the appropriation of contingency funds already included in the budget. Mr. McDowell reviewed changes to the budget for Fiscal Year 2012, which closed on September 30, 2012. In response to Commissioner Green's question, Mr. McDowell concurred that if the Board made the decision to not fund the Coroner's budget overage, that amount would be removed from the budget, leaving the Coroner liable for that overage amount, as per *Idaho Code* §31-1607. Chairman Tondee called for Public Comment, and County Coroner Deb Wilkey spoke in favor of adding the proposed additional funds to the Coroner's Office budget.

Chairman Tondee called for additional Public Comment. There was none.

Commissioner Green moved that the Board close the Public Hearing regarding the adjustments to the Fiscal Year 2012 budget. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

Commissioner Nelson:	Aye
Commissioner Green:	Aye
Chairman Tondee:	Aye

The motion carried.

At 2:22 p.m. Chairman Tondee closed the comment section of the Public Hearing.

Commissioner Green and Chairman Tondee discussed the importance of clear and progressive communication in regard to budgetary matters, and the responsibility of elected officials to prudently monitor departmental budgets. Commissioner Nelson recommended cooperative efforts to address any training and infrastructure issues the Coroner's department is facing. Commissioner Green suggested making an amendment to the proposed Fiscal Year 2012 Adjustments. Chairman Tondee indicated support for a motion in favor of an amendment.

Commissioner Green moved to adopt Resolution 2012-117 with an amendment to fund Coroner operations in the amount of \$14,418, with the remaining balance of \$500 to be paid by the Coroner. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

Commissioner Nelson:	Nay
Commissioner Green:	Aye
Chairman Tondee:	Aye

The motion carried.

Mr. McDowell reviewed amounts related to the Appropriation of Contingency Funds, noting that one-hundred percent (100%) of available contingency funds were exhausted for Fiscal Year 2012. Commissioner Nelson and Chairman Tondee clarified that the Appropriation of Contingency Funds requires unanimous approval by the Board.

Commissioner Green moved to adopt Resolution 2012-118 regarding Contingency Funds for Fiscal Year 2012. Chairman Nelson seconded the motion. There being no discussion, Deputy Clerk Jones called the roll:

Commissioner Nelson: Aye
Commissioner Green: Aye
Chairman Tondee: Aye

The motion carried.

2. Contracts/Janitorial Services/TESH,Inc./Ramsey Transfer Station/Prairie Transfer Station/Solid Waste

Solid Waste Director Roger Saterfiel requested approval of the renewal contract with TESH, Inc. for janitorial services at the Ramsey and Prairie Transfer Stations. Mr. Saterfiel stated that this contract has been in place since 2008 without any cost increase.

Commissioner Nelson moved to approve the contract between Tesh, Inc. and Kootenai County Solid Waste for janitorial services at the Ramsey Transfer Station and Prairie Transfer Station. Chairman Green seconded the motion. There being no discussion, Deputy Clerk Jones called the roll:

Commissioner Nelson: Aye
Commissioner Green: Aye
Chairman Tondee: Aye

The motion carried.

3. Maintenance Agreement/Multi-function Printer/Associated Business Systems/Information Systems

Network Specialist Matt Snow requested approval of a Maintenance Agreement between Associated Business Systems and Kootenai County Information Systems. Mr. Snow indicated that this agreement relates to maintenance of a multi-function printer that was purchased this year for the Department of Vehicle Licensing in order to replace multiple machines with a single unit and provide cost savings to the department.

Commissioner Green moved to approve the Maintenance Agreement between Kootenai County Information Systems and Associated Business Systems in regard to the Department of Vehicle Licensing multi-function printer. Chairman Nelson seconded the motion. There being no discussion, Deputy Clerk Jones called the roll:

Commissioner Nelson: Aye
Commissioner Green: Aye
Chairman Tondee: Aye

The motion carried.

4. Contract/Managed Print Services/Associated Business Systems/Information Systems

Network Specialist Matt Snow requested approval of the contract between Associated Business Systems and Kootenai County Information Systems for laser jet printer toner maintenance service and supplies throughout the County. Mr. Snow informed the Board that this three (3) year contract is estimated to save \$23,000 per year. Commissioner Nelson clarified that Information Systems will be responsible for invoice generation for each department affected by this contract.

Commissioner Green moved to approve the contract between Kootenai County Information Systems and Associated Business Systems in regard to managed print services. Chairman Nelson seconded the motion. There being no discussion, Deputy Clerk Jones called the roll:

Commissioner Nelson: Aye
Commissioner Green: Aye
Chairman Tondee: Aye

The motion carried.

5. Amendments to Addendums/Service Level Agreement/Access Idaho/Assessor

Chief Deputy Assessor Richard Houser informed the Board that Access Idaho is increasing the user Portal Administration Fee for vehicle licensing credit and debit card transactions. Effective January 1, 2013, an additional fee of \$1.00 per transaction will be added to the present 3.0% transaction fee. Civil Deputy Prosecuting Attorney R David Ferguson advised that a public hearing was not applicable to this rate increase because it is a third party vendor increase and will not increase County revenues. Mr. Houser stated that fees for debit and credit card use are clearly posted in the department.

Commissioner Nelson moved to approve the Amendment to the Addendum of the Service Level Agreement for Access Idaho. Chairman Green seconded the motion. There being no discussion, Deputy Clerk Jones called the roll:

Commissioner Nelson: Aye
Commissioner Green: Aye
Chairman Tondee: Nay

The motion carried.

6. Conflict Contract/Wirick/Public Defender

Commissioner Nelson clarified that this contract is between the Board and Mr. Wirick for conflict resolution cases between Kootenai County and the Office of the Public Defender. Commissioner Nelson clarified that Mr. Wirick was approved as a potential conflict litigator as per Judge John Mitchell.

Commissioner Green moved to approve the Conflict Contract between Mr. Wirick and Kootenai County for representation in conflict cases. Chairman Nelson seconded the motion. There being no discussion, Deputy Clerk Jones called the roll:

Commissioner Nelson: Aye
Commissioner Green: Aye
Chairman Tondee: Aye

The motion carried.

7. Contract/Linen Service/ALSCO/Building & Grounds

Chairman Tondee detailed a five (5) year agreement with ALSCO Textile Rental Service to provide uniform shirts and linen service for Kootenai County Building and Grounds employees. Pat Braden informed the Board that non-appropriation language was added to the contract and approved by ALSCO. Chairman Tondee noted that the contract provides for initial monthly savings over the current linen service cost and graduated increases that peak at \$1.36 per month over the entire term of the contract.

Commissioner Green moved to approve the contract for linen service between ALSCO and Kootenai County Building and Grounds. Chairman Nelson seconded the motion. There being no discussion, Deputy Clerk Jones called the roll:

Commissioner Nelson: Aye
Commissioner Green: Aye
Chairman Tondee: Aye

The motion carried.

8. Resolution 2012-115/Surplus Christmas Decorations/Building & Grounds

Chairman Tondee explained that Kootenai County Building and Grounds requested to declare as surplus several outdoor Christmas decorations that are beyond repair and valued at less than \$250.

Commissioner Nelson moved to approve Resolution 2012-115 to declare as surplus specified Christmas decorations that hold no current value. Chairman Green seconded the motion. There being no discussion, Deputy Clerk Jones called the roll:

Commissioner Nelson: Aye
Commissioner Green: Aye
Chairman Tondee: Aye

The motion carried.

9. Resolution 2012-116/Surplus Equipment/Office of Emergency Management

Resource and Preparedness Specialist Doug Fredericks requested approval to declare as surplus radio antennas that were removed from the Sheriff's Department. The Board acknowledged that the equipment is not being used, but indicated that the functional items could hold enough value to warrant including them with other items from the Sheriff's Office which are scheduled to be sold at auction.

Commissioner Green moved to approve Resolution 2012-116 to declare as surplus radio antennas from the Office of Emergency Management and to arrange for disposal through public auction. Chairman Nelson seconded the motion. There being no discussion, Deputy Clerk Jones called the roll:

Commissioner Nelson: Aye
Commissioner Green: Aye
Chairman Tondee: Aye

The motion carried.

G. Staff Reports: There were no staff reports.

H. Public Comment: This section is reserved for citizens wishing to address the Board regarding a County related issue. Idaho Law prohibits Board action on items brought under this section except in an emergency circumstance. Comments related to future public hearings should be held for that public hearing. There were no public comments.

The meeting was adjourned at 3:03 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Nancy A. Jones, Deputy Clerk