

**Minutes of Meeting
Business Meeting
February 12, 2013
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Civil Deputy Prosecuting Attorney John Cafferty, Civil Deputy Prosecuting Attorney Pat Braden, Solid Waste Director Roger Saterfiel, Building & Grounds Operating Manager Shawn Riley, Director of Parks & Waterways Nick Snyder, Emergency Management Manager Sandy Von Behren, Court Services Manager Patty Dubé, County Assistance Manager Todd Rickard, Major Daniel Mattos, HR Specialist Christina Anderson, Community Development Director Scott Clark and Deputy Clerk Christine Sessions.

- A. Call to Order:** Chairman Tondee called the meeting to order at 2:08 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

01/10/2013	Deliberations/APP12-0010 Hagadone/COM12-0012/0075/0077 Kootenai County Fairgrounds/Community Development
01/28/2013	Airport Advisory Board
01/28/2013	Quarterly Highway District Meeting
01/28/2013	Admin T.I.
01/28/2013	Community Development Update
01/28/2013	Commissioners' Debriefing
01/29/2013	Indigent Hearing 2012-872; 2012-1112
01/29/2013	Monthly Payment Reduction Request 2009-128
01/29/2013	Indigent Hearing 2012-920
01/29/2013	Citylink Transit Center Discussion
01/29/2013	Business Meeting
01/30/2013	Directional Guidance for FY14 Budget Discussion
01/30/2013	Elected Officials
01/30/2013	Department Heads
01/30/2013	Settlement Presentation Discussion/Shearer
01/31/2013	Deliberations/VAR12-0004/Brelsford/Community Development
01/31/2013	Criminal Division Conflict Representation
02/01/2013	Tax Exempt Hearing/Indian Springs Community Club
02/04/2013	Commissioners' Debriefing
02/04/2013	Bid Opening 2013-03 Forklift/2013-04 Hydraulic Excavator/2013-05 Pre-qualification for the Landfill East Cell Expansion/Solid Waste

Board Actions

Assessor’s Recommendation to Adjust Tax/Valuation Parcel No’s.: P89900010080; 002500010010

BOCC Signatures for Indigent Cases: 01/24/2013 through 01/30/2013; 01/31/13 through 02/06/13

Affidavit for Treasurer’s Monthly Report/January

December 2012 Financial Report/Civil Division/KCSD

Approval Order/47N02W174525/AIN 175206 Indian Springs Community Club, Inc.

Volunteer Agreements/Uchgtil/Farris/Sparks/Burns/Welton/Breitkrentz/Burnside/Snowgroomer

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

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

The motion carried.

- D. Changes to the Agenda:** Chairman Tondee requested that Item #6 Grant Application/Idaho Council on Domestic Violence and Victim Assistance/Juvenile Probation, Item #21 Resolution 2013-09/Classify Records/KCSD, and Item #22 Resolution 2013-10/Destroy Records/KCSD be removed from the agenda as the matters were not ready for discussion.

Commissioner Nelson moved to pull from the agenda, Item #6 Grant Application/Idaho Council on Domestic Violence and Victim Assistance/Juvenile Probation, Item #21 Resolution 2013-09/Classify Records/KCSD, and Item #22 Resolution 2013-10/Destroy Records/KCSD. Commissioner Green seconded the motion. There being no discussion, Deputy Clerk Sessions called the roll:

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

The motion carried.

- E. Old Business:** There was no old business discussed.

F. New Business:

1. Consider/Award Bid/2013-01/Transfer Trailers/Solid Waste

Solid Waste Director Roger Saterfiel asked the Board to approve the bid received from Wilkens Industries, Inc. for two (2) transfer trailers totaling \$153,340.

Commissioner Green moved to award Bid 2013-01 for two (2) transfer trailers at a cost of \$153,340 for Solid Waste to Wilkens Industries Inc. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Sessions called the roll:

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

The motion carried.

2. Consider/Award Bid/2013-02/Compactor/Solid Waste

Mr. Saterfiel recommended that the Board accept the bid for a landfill compactor from Al-jon Manufacturing for \$722,330, which includes an automatic lubrication system, and to accept the trade-in offer of \$30,000. The bid received from Western States was non-responsive and did not meet the specifications regarding areas of clearance, hydraulic tank size, wheels size, cleat size, and warranty.

Commissioner Green moved to award Bid 2013-02 for a landfill compactor to Al-jon Manufacturing for Solid Waste. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Sessions called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

3. Consider/Award Bid/2013-03/Forklift/Solid Waste

Mr. Saterfiel asked the Board to authorize the two (2) bids received from Leavitt Machinery and Papé Material Handling to be classified as non-responsive since they do not meet the 5% bid bond requirement and that the Board authorize him to negotiate in the open market for the lowest bid.

Commissioner Green moved to acknowledge that bids received from Leavitt Machinery and Papé Material Handling for Bid 2013-03, to acquire a forklift for Solid Waste, to be classified as non-responsive, as the offers did not include a 5% bid bond. The Board has authorized Roger Saterfiel of Solid Waste to negotiate the lowest bid contract to have an amount no higher than any submitted bid. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Sessions called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

4. Consider/Award Bid/2012-05/Pre-Qualification/East Cell Expansion Phase E2/Solid Waste

Mr. Saterfiel asked the Board to adopt a list containing eleven (11) sub-contractors and four (4) liner contractors that have met specific requirements to become pre-qualified to bid for the East Cell Expansion Phase E2 Project.

Commissioner Green moved to adopt the list of pre-qualified contractors for the East Cell Expansion Phase E2 for Solid Waste. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Sessions called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

5. Contract/Small's Construction/Building & Grounds

Building & Grounds Operations Manager Shawn Riley requested that the Board approve a contract with Small's Construction Company in the amount of \$22,715 for the expansion of office space in the BOCC Administrative area, to be completed within a twelve (12) calendar-day window. Upon approval of the contract, Small's Construction will be sent a Notice to Proceed, which will enable them to purchase the Performance of Payment Bond.

Commissioner Nelson moved to approve the Small's Construction Company bid and to sign the contract in order for the contractor to move forward with acquiring the bid bond. Commissioner Green seconded the motion.

There being no further discussion, Deputy Clerk Sessions called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

6. Grant Application/Idaho Council on Domestic Violence and Victim Assistance/Juvenile Probation Pulled

7. Agreement/Security Services/ Northern States Security/Parks & Waterways

Parks & Waterways Director Nick Snyder asked for the Board's approval of the yearly contract renewal with Northern States Security, to include additional patrol services for the City of Fernan Lake Village. The additional patrol would only be needed during the months of October through April, due to increased transient use of the park during that span of time. Added security is necessary to enforce a 10 p.m. closure and to ensure public safety. The additional service will cost an extra \$90 per designated month for a total yearly increase of \$630 a year.

Commissioner Nelson moved to approve the agreement for security services between Northern States Security and Parks & Waterways. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Sessions called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

8. Grant Application/2012 Homeland Security Grant Program (HSGP)/EMW-2012-SS-00136/Office of Emergency Management

Emergency Management Manager Sandy Von Behren requested the Board's permission to apply for the 2012 State Homeland Security Grant (HSGP). Investment interests include: training and exercise, planning, and operability communications equipment for purchase under the PPE Project Investment. The total award of the grant is \$142,020.79; additionally, the State has asked the County to cost-share \$10,401.08, which would provide the County with a Training and Exercise Regional Coordinator that assists with scheduling and facilitating training exercises.

Commissioner Nelson moved to approve the Grant Application for the 2012 Homeland Security Grant Program for the Office of Emergency Management. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Sessions called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

9. Maintenance Agreement/Ricoh Copier 50862/50863/H&H Business Systems/District Court

Court Services Manager Patty Dubé requested that the Board approve the Maintenance Agreement for Ricoh copiers 50862 and 50863 with H&H Business Systems. Chairman Tondee added that the County is moving toward an approved County vendor and does not want to sign any long-term maintenance agreements. Per the H&H Business Systems Contract, the County can submit a 30-day written notice of termination before the end of the annual anniversary date. Ms. Dubé will schedule a reminder beginning November 2013 to review with the Board the continuation or termination of the current maintenance agreement.

Commissioner Green moved to approve the Maintenance Agreement for Ricoh copiers 50862 and 50863 with H&H Business Systems for the District Court. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Sessions called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

10. Memorandum of Understanding/Prosecutorial/Investigative Assistance/Office of the Attorney General/Idaho Prosecuting Attorney's Association/Prosecuting Attorney

Civil Deputy Prosecuting Attorney John Cafferty asked the Board to consider a Memorandum of Understanding regarding Prosecutorial and Investigative Assistance between the Attorney General and the Idaho Prosecuting Attorney's Association for authorization of travel and expenses for the Prosecuting Attorney.

Commissioner Green moved to approve the Memorandum of Understanding between the Prosecutor's Office and the Attorney General's Office for costs that may arise from conflict prosecution. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Sessions called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

11. Agreement/Computer Arts, Inc./County Assistance

County Assistance Manager Todd Rickard requested that the Board approve a Master Agreement for software and support with Computer Arts, Inc. for nine (9) months, January 2013 through September 2013, totaling \$3,665.62.

Commissioner Green moved to approve the Master Agreement between Computer Arts, Inc. and Kootenai County Assistance for software and support. The Agreement is for a cost of \$3,665.62. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Sessions called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

12. 2013 Vendor Contract/North Idaho Fair/Canine Unit/KCSD

Major Daniel Mattos asked the Board to renew the yearly 2013 Vendor Contract which allows KCSD to demonstrate the Canine Unit at the North Idaho Fair in exchange for security services. There will be no cost to the County.

Commissioner Green moved to approve the 2013 Vendor Contract between the North Idaho Fair and the Kootenai County Sheriff's Department regarding demonstration of the Canine Unit in exchange for security services. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Sessions called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

13. Cooperative Law Enforcement Annual Operating Plan/Financial Plan/US Forest Service/KCSD

Major Mattos requested that the Board approve the Annual Operating Plan that provides law enforcement service from the Kootenai County Sheriff's Department (KCSD) to the US Forest Service for \$10,600. KCSD is currently working on negotiating additional federal funding to help supplement the Annual Operating Plan.

Commissioner Green moved to approve the Cooperative Law Enforcement Annual Operating Plan between the US Forest Service and the Kootenai County Sheriff's Department. Commissioner Nelson seconded the motion.

There being no further discussion, Deputy Clerk Sessions called the roll:

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

The motion carried.

14. Agreement/Training/Fernan Rod and Gun Club Range/KCSD

Major Mattos asked the Board to approve the Annual Agreement with the Fernan Rod and Gun Club Range for a yearly fee of \$3,000 for the use of the entire facility.

Commissioner Green moved to approve the Annual Agreement for the training facility between the Fernan Rod and Gun Club and the Kootenai County Sheriff's Department. Commissioner Nelson seconded the motion.

There being no further discussion, Deputy Clerk Sessions called the roll:

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

The motion carried.

15. Adopt Changes/Kootenai County Personnel Manual/Resolution 2013-05/Human Resources

HR Specialist Christina Anderson requested that the Board adopt the changes made to the Kootenai County Personnel Manual as outlined in Resolution 2013-05. Civil Deputy Prosecuting Attorney John Cafferty requested that the wording in the Resolution be changed to reflect, 'any Resolution previously passed', not 'a Resolution previously passed'.

Commissioner Green moved to adopt Resolution 2013-05 with the referenced amendments that will be effective as of February 12, 2013, changing the paragraph verbiage from 'a Resolution previously passed' to 'any Resolution previously passed' and to bring forward the amended version for the Board's signature.

Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Sessions called the roll:

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

The motion carried.

16. Tenant Improvement Purchase Order/Board of Commissioners

Commissioner Nelson stated that in the interest of saving time, due to the next scheduled meeting, that Item #16 should be continued for discussion on February 13, 2013 at 8:30 a.m.

Commissioner Nelson moved to continue the discussion of Item #16 Tenant Improvement Purchase Order for the Board of Commissioners to February 13, 2013 at 8:30 a.m. Commissioner Green seconded the motion.

There being no further discussion, Deputy Clerk Sessions called the roll:

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

The motion carried.

17. Advisory Board Appointments/North Idaho Fair Board

Chairman Tondee requested that the Board reappoint Dave Nussear and appoint Christine Pettit to replace Arlene Pischner to the North Idaho Fair Board.

Commissioner Nelson moved to reappoint Dave Nussear and appoint Christine Pettit, to replace Arlene Pischner, to the North Idaho Fair Board. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Sessions called the roll:

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

The motion carried.

18. Appointment/Haney/Joint Hauser-Kootenai County Planning Commission/ Community Development

Community Development Director Scott Clark asked the Board to appoint Brent Haney to the Joint Hauser-Kootenai County Planning Commission.

Commissioner Green moved to appoint Brent Haney to the Joint Hauser-Kootenai Planning Commission. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Sessions called the roll:

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

The motion carried.

19. Request for Annexation/Valentine/Kootenai Fire & Rescue

Mr. Cafferty requested that the Board approve a Request for Annexation for Valentine as they meet the requirements for annexation into the Kootenai County Fire & Rescue District.

Commissioner Green moved to approve the Request for Annexation of Valentine made by Kootenai County Fire & Rescue. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Sessions called the roll:

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

The motion carried.

20. Tax Deed Bids/Y1900006040A/AIN 103160/Y1900006041A/AIN 255830/Adamson

Chairman Tondee asked the Board to consider acceptance of Tax Deed Bids from Chad Adamson for two (2) parcels located in the City of Harrison: Y1900006040A/AIN 103160 and Y1900006041A/AIN 255830. Mr. Adamson submitted two (2) cashier's checks totaling \$750 for both properties. Both parcels have been reviewed by Community Development who advised the County to contact the City of Harrison to see if there were any issues; however, the City of Harrison has not responded.

Commissioner Green moved to accept Mr. Adamson's offers for AIN 103160 and AIN 255830. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Sessions called the roll:

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

The motion carried.

21. ~~Resolution 2013-09/Classify Records/KCSD Pulled~~

22. ~~Resolution 2013-10/Destroy Records/KCSD Pulled~~

23. Resolution 2013-11/Surplus Equipment/Ricoh 1045/Ricoh 450e/District Court

Ms. Dubé asked the Board to approve Resolution 2013-11 to declare as surplus both Ricoh copiers 1045 and 450e. Both copiers are beyond repair, as replacement parts are unavailable.

Commissioner Nelson moved to approve Resolution 2013-11 to declare as surplus the Ricoh 1045 and Ricoh 450e copiers for the Kootenai County District Court. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Sessions called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

24. Resolution 2013-13/Surplus Equipment/Metro Warmer/Video Visiting Unit Components/KCSD

Major Mattos requested that the Board declare as surplus an old Metro Warmer that has been repaired several times and is beyond its service life. Upon approval, the Metro Warmer will be donated to the Habitat for Humanity. Major Mattos also requested approval to declare as surplus the Video Visiting Unit Components, valued at less than \$100, which have been replaced with new internet-based units.

Commissioner Green moved to approve Resolution 2013-13 to declare as surplus the Metro Warmer and the Video Visiting Unit Components for the Kootenai County Sheriff’s Department. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Sessions 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 3:40 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Christine Sessions, Deputy Clerk