

**Minutes of Meeting
Business Meeting
February 26, 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, Chief Deputy Clerk Pat Raffee, Recording Supervisor Susette Clements, Airport Director Greg Delavan, Sergeant Kevin Smart, Grant Writer Jody Bieze, Panhandle Area Council Economic Development Planner Nancy Mabile, Weed Superintendant Linda Ely and Deputy Clerk Christine Sessions.

- A. Call to Order:** Chairman Tondee called the meeting to order at 2:00 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

- 02/12/2013 Indigent Hearing 2012-542
- 02/12/2013 Indigent Hearing 2012-345
- 02/12/2013 Petition to Modify Order of Reimbursement 2012-948; 2012-708; 2012-336; 2012-163; 2011-1117
- 02/12/2013 Release of Lien 2005-491
- 02/12/2013 Indigent Hearing 2012-1192
- 02/12/2013 Indigent Hearing 2012-1174
- 02/12/2013 Debt Payoff Offer 2010-356
- 02/12/2013 Executive Session §67-2345(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, or individual agent.
- 02/12/2013 Business Meeting
- 02/12/2013 Construction Cost Update – Building & Grounds
- 02/13/2013 Business Meeting (continued)
- 02/13/2013 Idaho Department of Environmental Quality (DEQ)
- 02/13/2013 PTO Discussion
- 02/15/2013 BDPA Salary Survey Discussion
- 02/15/2013 Coeur d’Alene Property Tax Discussion
- 02/15/2013 Request for Change of Cleaning Crew
- 02/15/2013 Executive Session §67-2345(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.
- 02/19/2013 Indigent Hearing 2012-742 & 2012-846
- 02/19/2013 Indigent Hearing 2012-1304
- 02/19/2013 Re-Visit Payment Reduction Request 2011-1437 & 2012-412
- 02/19/2013 Defer Payment Request 2006-819
- 02/19/2013 Re-Visit/Deliberations 2010-324
- 02/19/2013 Business Meeting
- 02/19/2013 Executive Session §67-2345(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, or individual agent.

Board Actions

Assessor's Recommendation to Adjust Tax/Valuation Parcel No's.: 53N04W228800; EZTD00025003

Treasurer's Cancellations of Tax on Personal Property/Warrants of Distrain

Civil Division January 2013 Financial Report/KCSD

BOCC Signatures for Indigent Cases: 02/14/2013 through 02/20/2013

Commissioner Green moved to approve the Consent Calendar as read into the record by Chairman Tondee and to amend the title of the 02/15/2013 Coeur d'Alene Property Tax Discussion to 02/15/2013 Coeur d'Alene Tribe Property Tax Discussion as well as amend the title of the 02/15/2013 Executive Session §67-2345(1)(f) to 02/15/2013 Templin Discussion Executive Session §67-2345(1)(f). 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 #8 Personnel Policy Manual Policies #211, #412 and #505/Board of Commissioners be removed from the agenda as the matter was not ready for discussion.

Commissioner Nelson moved to pull from the agenda, Item #8 Personnel Policy Manual Policies #211, #412 and #505/Board of Commissioners to be discussed at a date yet to be determined. 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. Bid Opening/2013-06 Scanning & Digitizing of Books/Recorder

Commissioner Nelson opened six (6) responses for Bid 2013-06 Scanning & Digitizing of Books containing recorded documents for the Kootenai County Recorder. Bids received were from Digital Scanning & Imaging Inc. for \$159,787; Integra PaperLESS Business Solutions, Inc. for \$198,389.57 and FNTI for \$0.35 per image for bound books with pages larger than 11x17, \$0.12 per image for sizes smaller than 11x17 and \$0.035 per index. The bid from Pioneer Title Company listed two (2) options: Option #1 with a high total of \$319,325 and a low total of \$289,325, and Option #2 with a high total of \$394,325 and a low total of \$364,325. Other bids were received from Micro Media for an estimated total of \$247,322.10 and from Paperless Digital Solutions for \$0.2297 per image scanned. The bids were received in response to a Notice Inviting Bids published in the *Coeur d'Alene Press* on 02/11/13 and 02/18/13.

Commissioner Nelson moved to forward the bids received to the Recorder's Office and the Legal Department for review. 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.

2. Memorandum of Understanding/Dubé/Software Program/Idaho Supreme Court/District Court

Chief Deputy Clerk Pat Raffee asked the Board to consider a Memorandum of Understanding between Kootenai County (District Court) and the Idaho Supreme Court relating to Court Services Manager Patricia Dubé to assist with design and implementation of a new E-Court software program for a two (2) year period. Ms. Raffee noted that the Idaho Supreme Court will reimburse the County for all of Ms. Dubé’s salary and expenses.

Commissioner Green moved to approve the Memorandum of Understanding between the District Court and the Idaho Supreme Court to allow Patricia Dubé to implement the E-Court software program for the two entities. 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. Professional Services Agreement/Airport Pavement Maintenance Project No. 3-16-0010-038/T-O Engineers, Inc./Airport

Airport Director Greg Delavan requested that the Board consider a Professional Services Agreement between Kootenai County (Airport) and T-O Engineers, Inc. to provide design and construction engineering services for the Airfield Payment Maintenance Project. Mr. Delavan advised the Board that the cost of the Project is approximately \$62,000 with a grant match of \$6,200.

Commissioner Nelson moved to approve the Professional Services Agreement for the Airport Pavement Maintenance Project No. 3-16-0010-038 between T-O Engineers and Kootenai County (Airport) for \$62,000 with a grant match of \$6,200. 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.

4. 2013 Facility Use Agreement/Kootenai County Fire Station #2/KCSD

Sergeant Kevin Smart asked the Board to consider a Facility Use Agreement between Kootenai County (Sheriff) and Kootenai Fire & Rescue for the use of Kootenai Fire Station #2 as a classroom for the purpose of teaching “Alive at 25” drivers’ courses to the general public. The Fire Commission has agreed to waive the facility use fee of \$50.

Commissioner Green moved to approve the 2013 Facility Use Agreement between the Sheriff’s Department and Kootenai County Fire Station #2. 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. Vendor Contract/Traffic Unit/North Idaho Fair/KCSD

Sergeant Kevin Smart requested that the Board consider approval of the 2013 Vendor Contract between Kootenai County (Sheriff) and the North Idaho Fair, which covers the terms and conditions for the lease of booth space at the fairgrounds during the 2013 Fair & Rodeo. The 10’ x 10’ booth will be used to promote traffic safety and the cost of \$335 will be paid for using funds from the “Alive at 25” program.

Commissioner Nelson moved to approve the Vendor Contract between the Sheriff's Department and the North Idaho Fair for the Traffic Unit's booth. 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. Proclamation: Fair Housing Month/April, 2013

Grant Writer Jody Bieze asked the Board to approve a Proclamation declaring April, 2013 as Kootenai County Fair Housing Month for the purpose of raising awareness of fair housing principles, practices, rights and responsibilities through continued cooperation, commitment and support.

Commissioner Green moved to approve the Proclamation that designates April, 2013 as Fair Housing Month in Kootenai County. 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.

7. Addendum/Idaho Community Development Block Grant/Alpine Meadows Water & Sewer District/Water System Improvement/Grant Writer

Ms. Bieze requested that the Board consider approval of an Addendum to the Idaho Community Development Block Grant (ICDBG) for the Alpine Meadows Water System Improvement Project. Panhandle Area Council (PAC) Economic Development Planner Nancy Mabile explained to the Board that the ICDBG and the Public Facility Temp Grant that the County applied for on behalf of the Alpine Meadows Water & Sewer District is a two-part process. The full application was submitted in November, 2012 and the Addendum is submitted on the first Friday of March. The Addendum would reflect an updated scope of work, budget, and schedule; however no changes have been made.

Commissioner Nelson moved to approve the Addendum for the Idaho Community Development Block Grant for Alpine Meadows Water & Sewer District for the Water System Improvement with the Grant Writer. 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. Personnel Policy Manual Policies #211, #412 and #505/Board of Commissioners

9. 2013 Amendment to Weed Spraying Agreement/Perfection Weed and Pest Control/Noxious Weeds

Weed Superintendant Linda Ely asked the Board to approve the yearly Amendment renewal for the third year of a three (3) year contract with Perfection Weed and Pest Control to perform roadside and County property weed spraying. Ms. Ely advised the Board that the Amendment does not include any increases or changes to the Weed Spraying Agreement dated April 1, 2012.

Commissioner Green moved to approve the 2013 Amendment to the Weed Spraying Agreement between Perfection Weed and Pest Control and Noxious Weeds. 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. Resolution 2013-15/Authorize Chairman to Execute Enforcement Notices/Noxious Weed Control Agreements/Noxious Weeds

Ms. Ely requested that the Board approve Resolution 2013-15, which authorizes Chairman Tondee to sign Enforcement Notices and Noxious Weed Control Agreements for the Noxious Weed Control Department.

Commissioner Green moved to approve Resolution 2013-15 authorizing Chairman Tondee to execute the Enforcement Notices and Noxious Weed Control Agreements for Noxious Weeds. 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 2:33 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Pamela B. Bogaert, Deputy Clerk