

Minutes of Meeting
Business Meeting
April 23, 2013
2:00 p.m.

The Kootenai County Board of Commissioners: Chairman Pro Tem Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Adult Misdemeanor Probation Director Kevin Creighton, Chief Deputy Clerk Pat Raffee, Grant Writer Jody Bieze, Buildings & Grounds Operations Manager Shawn Riley, Information Systems Network Administrator Grant Kinsey, Civil Deputy Prosecuting Attorney Pat Braden, Recording Manager Susette Clements, Solid Waste Principal Planner Laureen Chaffin, Civil Deputy Prosecuting Attorney Jamila Holmes, Noxious Weeds Weed Superintendent Linda Ely, Noxious Weed Control Assistant Bill Hargrave, Civil Deputy Prosecuting Attorney John Cafferty and Deputy Clerk Brandie Bradley. Chairman Todd Tondee was excused.

- A. Call to Order:** Chairman Pro Tem Green called the meeting to order at 2:00 p.m.
- B. Pledge of Allegiance:** Chairman Pro Tem Green led the Pledge of Allegiance.
- C. Approval of Consent Calendar:** Chairman Pro Tem Green read the items listed on the Consent Calendar.

Minutes of Meetings

03/27/2013	Forfeited/Donated Funds-Discussion of Logistics
04/08/2013	Commissioners' Debriefing
04/09/2013	Business Meeting
04/09/2013	Idaho Panhandle National Forest Update
04/10/2013	Grant Administration Discussion
04/11/2013	Tax Deed Surplus Discussion
04/12/2013	Justware Discussion

Board Actions

Assessor's Recommendation to Adjust Tax/Valuation Parcel No's: 01535001020A; 50N03W349025

Approval Order/Tax Exempt Status: Unio Development Inc./H405015157AB/AIN 200250; MTP-Mader LLC C74350010030/AIN 197517

BOCC Signatures for Indigent Cases: 04/11/13 through 04/17/13

Noxious Weed Control Agreements/Parcel No's: R-6700-001-001-0; 52N04W-34-0750; 52N04W-21-9600; 51N04W-17-7900; R-3190-001-00C-0; 0-5760-000-023-0; 52N04W-21-5400; 52N04W-15-0550; 0-8310-004-006-0; 0-5760-000-029-0; 0-5740-001-024-A; 52N04W-30-6100; 52N04W-30-1100; 0-3560-21-304-AA; 50N04W-04-0900; 0-0645-003-002-0; C-0000-034-5500; C-4995-001-001-0; 0-7356-005-018-0; 0-7382-001-002-A; H-4050-23-228-AA; 52N04W-14-6500; S-7500-001-008-A; 52N04W-05-8000; 52N04W-29-0800; R-9200-00D-009-A; 52N04W-28-6800; 53N04W-28-9200; 0-K050-001-001-0; 0-7229-004-006-0

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

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

The motion carried.

D. Changes to the Agenda:

Chairman Pro Tem Green requested that Item #5 Agreement/Rugs/Mats/Uniforms/CINTAS/KCSO be removed from the agenda.

Commissioner Nelson moved to continue Item #5 to a date uncertain. Chairman Pro Tem Green seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

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

E. New Business:

1. Bid Opening 2013-08/Parking Lot Rehabilitation/KCSO

Commissioner Nelson read the three (3) sealed bids received for Bid 2013-08, Parking Lot Rehabilitation for the Kootenai County Sheriff's Department. Notice Inviting bids was published in the *Coeur d'Alene Press* on 04/8/2013 and 04/12/2013. Coeur d'Alene Paving submitted a bid for \$223,367.90, Knife River Corporation submitted a bid for \$293,174.00, and Interstate Concrete & Asphalt submitted a bid for \$218,938.81.

Chairman Pro Tem Green moved to forward the bids to Building & Grounds, the Kootenai County Sheriff's Office, and Legal Services. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

2. Bid Opening 2013-09/Tanker Trailer/Solid Waste

Chairman Pro Tem Green requested bids received for a 1970 Butler Tanker Trailer currently being used by Kootenai County Solid Waste Department. Bid 2013-09 was published in the *Coeur d'Alene Press* on 04/5/2013 and 04/12/2013. No bids were received for this item. Solid Waste Principal Planner Lauren Chaffin asked for permission to dispose of this tanker trailer as salvage.

Commissioner Nelson moved to allow the Solid Waste Department to dispose of the 1970 Butler Tanker Trailer at their discretion. Chairman Pro Tem Green seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

3. Addendum to Contract/Architects West/Design Fees/Building & Grounds Facility/Building & Grounds

Buildings & Grounds Operations Manager Shawn Riley asked the Board to consider a formal Addendum to the Agreement between Kootenai County (Building & Grounds) and Architects West. This Addendum provides a cost estimate for additional basement design services, for the construction of the proposed Building & Grounds facility. These services are outside the initial design scope of work. The additional fee for these services will be \$13,600.00 for the design work, and the cost to complete the additional basement space is estimated at \$242,241.00.

Commissioner Nelson moved to approve the Addendum to the contract for Architects West for design fees for the Building & Grounds Facility and Reprographics. Chairman Pro Tem Green seconded the motion.

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

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

The motion carried.

11. Purchase Order/Recorder Digitizing Project/Recorder/Information Systems

Information Systems Network Administrator Grant Kinsey requested the Board approve a purchase order authorizing the Information Systems Department to purchase a NetApp 2240 SAN 2013 storage solution for the Kootenai County (Recorder's Office) Digitization Project. The purchase price is \$141,951.69, which includes the necessary computer components, installation, integration, and five (5) year onsite technical support. Mr. Kinsey advised the Board that this would not only meet the data storage needs for the Recorder's Office, but would meet the expected needs of all Kootenai County Departments for the next five (5) years. Mr. Kinsey informed the Board that this project will take two (2) to three (3) months to complete.

Commissioner Nelson moved to approve the purchase order to Structured in the amount of \$141,951.69, for the SANS project. Chairman Pro Tem Green seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

4. Contract/Digital Scanning/Paperless Digital Solutions/Recorder

Recording Manager Susette Clements requested that the Board approve a contract between Kootenai County (Recorder's Office) and Paperless Digital Solutions for the scanning and digitizing of 1,077 books of recorded documents. These services will not exceed \$300,000.00, and will be completed by September 30, 2013. Ms. Clements advised the Board that the contractor obtained proof of their liability insurance naming Kootenai County as additional insured, and will provide proof of their bond before work commences. Ms. Clements also informed the Board that the images will be provided to Kootenai County on disks, and that the company has contracted to provide duplicate disks as a back-up of the data.

Commissioner Nelson moved to approve the digital scanning contract between Paperless Digital Solutions and the Kootenai County (Recorder's Office). Chairman Pro Tem Green seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

5. Agreement/Rugs/Mats/Uniforms/CINTAS/KCSO Pulled

6. 2013 Inland Empire CWMA Cost Share Grant Acceptance/Noxious Weed Control

Noxious Weed Control Assistant Bill Hargrave asked the Board to accept an award from the Idaho State Department of Agriculture (ISDA) in the amount of \$16,118.00 for the 2013 Cost Share Year.

Mr. Hargrave advised the Board that this is the annual Inland Empire Cooperative Weed Management Area Grant (CWMA) allocation for the Noxious Weed Control Department. Grant Writer Jody Bieze informed the Board that she had not received a copy of this grant.

Commissioner Nelson moved to approve the 2013 Inland Empire CWMA Cost Share Grant for the Noxious Weed Control Department. Chairman Pro Tem Green seconded the motion but gave Mr. Hargrave direction to provide a copy of the award to the Grant Office. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

7. Change Order/Chemical Storage Shed Remodel/Noxious Weed Control

Mr. Hargrave requested the Board approve a Change Order submitted by Welch-Comer Engineers for the Chemical Shed Remodel for Kootenai County (Noxious Weed Control). Mr. Hargrave confirmed that this Change Order for \$3,065.10 is the negotiated amount, bringing the total project cost to \$47,865.10.

Commissioner Nelson moved to approve the Change Order for the Chemical Storage Shed for the Noxious Weed Control Department in the amount of \$3,065.10, for a total contract price of \$47,865.10. Chairman Pro Tem Green seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

8. Memorandum of Understanding/FireSmart Project Maintenance Inspections/City of Coeur d'Alene/Office of Emergency Management

Grant Writer Jody Bieze asked the Board to consider a Memorandum of Understanding (MOU) between Kootenai County (Office of Emergency Management) and the City of Coeur d'Alene. Ms. Bieze explained to the Board that this is a ten (10) year maintenance agreement requirement and that the City of Coeur d'Alene has now been added to this FireSmart MOU. This MOU sets the guidelines for cooperation between the County and City in implementing Federal National Fire Plan, State Fire Assistance, and Hazardous Fuels Treatment grant activities in Kootenai County under the County's Wildland Urban Interface (WUI) Fire Mitigation Program (FireSmart).

Commissioner Nelson moved to approve the MOU for FireSmart Project maintenance between the City of Coeur d'Alene and Kootenai County (Office of Emergency Management). Chairman Pro Tem Green seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

9. Appointment/Fuller/Historic Preservation Board

Chairman Pro Tem Green advised that there is a vacancy on the Historic Preservation Board as Keith Hutcheson has stepped down. The Board of County Commissioners received an application for John "Skip" Fuller, which was endorsed by the Chairman of the Historical Preservation Board.

Commissioner Nelson moved to approve John "Skip" Fuller to fill the Historic Preservation Advisory Board vacancy. Chairman Pro Tem Green seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

10. Limited English Proficiency Plan/Grant Writer

Ms. Bieze provided the Board with the Limited English Proficiency Plan (LEP) that has been approved by the Legal Department. Executive Order 13166, which was signed on August 11, 2000, requires Federal Agencies to examine services provided, identify needs, and develop and implement a system to provide services to Limited English customers. Ms. Bieze explained that Kootenai County has not hired translators, as there has been no demand for these services, but per the Federal requirements, Kootenai County is required to have a plan in place to provide these services if they are requested. A copy of the Kootenai County LEP Plan will go to the Idaho Department of Congress as a requirement for the block grants Kootenai County has been awarded. A copy of this plan will also be provided to the Department of Justice for the COPS Grant, and to FTA Grant Administrator Christine Fueston for the Title VI Transit Program requirements.

Commissioner Nelson moved to approve the Limited English Proficiency Plan presented by the Grant Writer. Chairman Pro Tem Green seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

12. Resolution 2013-37/Surplus Vehicles/Adult Misdemeanor Probation

Adult Misdemeanor Probation Director Kevin Creighton asked the Board to adopt Resolution 2013-37 to declare as surplus two (2) vehicles: a 1997 Pontiac Grand Prix, VIN #1G2WJ52K6VF217581 and a 2000 Chevrolet Malibu, VIN #1G1NE52JOY6131960. Mr. Creighton explained that these vehicles have become costly to maintain, and that one of the vehicles is a potential safety hazard as the vehicle will stall in traffic. Mr. Creighton would like to have these vehicles declared as surplus so they can be used as a trade-in for a new Ford Escape. This will be done in conjunction with a state awarded bid. The only additional item to be added to this vehicle will be Global Positioning Satellite (GPS), to ensure the safety of the officers that are using the vehicle.

Commissioner Nelson moved to adopt Resolution 2013-37 to declare as surplus two (2) vehicles: a 1997 Pontiac Grand Prix, VIN #1G2WJ52K6VF217581 and a 2000 Chevrolet Malibu, VIN #1G1NE52JOY6131960, for Adult Misdemeanor Probation. Chairman Pro Tem seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

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 2:35 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Brandie Bradley, Deputy Clerk