

Minutes of Meeting
Business Meeting
May 7, 2013
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 Juvenile Detention Operations Manager Linda Hoss, Juvenile Probation Director Debbie Nadeau, KCSO Chaplain Larry Green and Lieutenant John Holecek, Risk Management Technician Julie Kamps, Finance Director David McDowell, Civil Deputy Prosecuting Attorney Pat Braden, and Deputy Clerk Nancy Jones.

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

Minutes of Meetings

04/09/2013	Tax Deed Surplus Discussion
04/22/2013	Elected Officials FY14 Budget Workshop
04/22/2013	Kendig Keast Update
04/23/2013	Business Meeting
04/23/2013	Commissioners' Debriefing
04/24/2013	Elected Officials
04/29/2013	Community Development Update
04/30/2013	Indigent Appeal 2012-1443
04/30/2013	Indigent Appeal 2012-637
04/30/2013	Indigent Appeal 2013-73
04/30/2013	Indigent Appeal 2012-1421
04/30/2013	Indigent Appeal 2012-1394
04/30/2013	Indigent Appeal 2012-1192

Board Actions

Assessor's Recommendation to Adjust Tax/Valuation Parcel No. CK1670008040

Treasurer's Recommendation to Adjust Solid Waste Fees/Parcel No. MPA0000008A

Affidavit of Treasurer's Monthly Report/April 2013

Approval Order/Request for Tax Exempt Status P1800002001A/AIN 126967 St. Vincent de Paul

BOCC Signatures for Indigent Cases 04/18/2013 through 05/01/2013

Noxious Weed Control Agreements/Various Parcels

Commissioner Green moved to approve the Consent Calendar as read into the record by Chairman Tondee. 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.

D. Changes to the Agenda: Chairman Tondee noted that Item #2, Award Bid/2013-08/Parking Lot Rehabilitation/KCSO/Building & Grounds, and Item #5, Contract/Stockwell Paint Contractors, Inc./Juvenile Detention, were not ready for discussion, and asked for those items to be removed from the agenda.

Commissioner Green moved to remove Item #2, Award Bid/2013-08/Parking Lot Rehabilitation/KCSO/Building & Grounds, and Item #5, Contract/Stockwell Paint Contractors, Inc./Juvenile Detention, from the agenda. 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.

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

F. New Business:

1. Proclamation: Police Week 2013/May 15, 2013/KCSO

Kootenai County Sheriff's Office Chaplain Larry Green and Lieutenant John Holecek explained that, since 1962, the week of May 15th has been designated as National Police Week. Mr. Green and Mr. Holecek came before the Board to ask for approval of a proclamation that will recognize the week of May 12 – May 18, 2013, as Police Week in Kootenai County. As part of this proclamation, flags nationwide will be flown at half mast on Wednesday, May 15, 2013, in honor of those who have given their lives in the line of duty.

Commissioner Green moved to proclaim the week of May 15th, 2013, as National Police Week in Kootenai County. 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.

~~2. Award Bid/2013-08/Parking Lot Rehabilitation/KCSO/Building & Grounds~~ *Pulled*

3. Renewal/Independent Contract Agreement/Chaplain Services/Cheeseborough/Juvenile Detention

Juvenile Probation Director Debbie Nadeau came before the Board to request a contract renewal between Kootenai County (Juvenile Probation and Juvenile Detention) and Chaplain Jeff Cheeseborough. Mr. Cheeseborough has served as the Detention Center Chaplain for eighteen (18) years, and has also assisted with Juvenile Probation community advocacy and outreach programs for many years. Ms. Nadeau explained that this contract is paid through the Juvenile Probation tobacco tax budget. This renewal updates and corrects a previous contract that did not include an expiration date.

Commissioner Nelson moved to approve the renewal of the contract between Kootenai County (Juvenile Detention and Juvenile Probation) and Chaplain Jeff Cheeseborough. Commissioner Green 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.

4. Volunteer Agreement/Serrano/Juvenile Detention

Juvenile Detention Operations Manager Linda Hoss requested approval of a Volunteer Agreement between Kootenai County (Juvenile Detention) and Ms. Leticia Serrano. Ms. Serrano has provided haircuts at the Juvenile Detention Facility as a volunteer service for the last fifteen (15) years. The volunteer contract allows for reimbursement of travel expenses, and a monthly stipend for equipment maintenance, sterilization, and use of personal supplies. Under this renewal, the travel reimbursement will be increased from \$0.15 to \$0.565 per mile, and the monthly reimbursement will be increased from \$25 to \$45. Finance Director David McDowell verified that the travel reimbursement amount is in line with current rates. The Board asked Ms. Hoss to change the verbiage of future agreements to reflect travel reimbursement "at the then current County mileage rate".

Commissioner Green moved to approve the Volunteer Agreement between Kootenai County (Juvenile Detention) and Ms. Tisha Serrano. 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.

5. Contract/Stockwell Paint Contractors, Inc./Juvenile Detention *Pulled*

6. Renewal/Petroleum Storage Tank Fund Insurance/Risk Management

Risk Management Technician Julie Kamps asked the Board to consider approval of the annual renewal application between Kootenai County (Risk Management) and the Petroleum Storage Tank Fund of Idaho (the State Insurance Fund), for insurance of storage tanks located on County properties. Ms. Kamps stated that the insurance cost ranges from \$5 to \$25 per tank, and that this rate reflects no price increase from last year.

Commissioner Green moved to approve the renewal for the Petroleum Storage Tank Fund Insurance. 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.

7. Proposed Expenditure Policy/Budget Funds/Human Resources

Commissioner Green presented the final draft of the proposed Kootenai County Expenditure Policy. This policy was initiated by the Board to clarify allowances for expenditure of appropriated funds that might be classified as surplus funds (or salvage dollars) during the course of the budget year. Each segment of the budget (A, B, and C budgets) is addressed individually within the policy. Administrative Secretary Teri Johnson was directed to handle general distribution of the new policy to Elected Officials and Department Heads.

Commissioner Nelson moved to approve the Expenditure Policy. Commissioner Green 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.

Chairman Tondee asked Mr. Braden if the approval of the Expenditure Policy required the drafting of a Resolution. Mr. Braden stated that Board action was sufficient from a legal standpoint, although previous Boards had opted to validate the adoption of new policies through Resolution. The Board agreed that Board action was sufficient, and directed staff to remove a reference within the policy that suggested a Resolution was to follow.

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 2:18 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Nancy Jones, Deputy Clerk