

**Minutes of Meeting**  
**Business Meeting**  
**May 21, 2013**  
**1:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Pro Tem Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Grant Writer Jody Bieze, Information Systems Director James Martin, Building and Grounds Operations Manager Shawn Riley, Risk Management Technician Julie Kamps, Prosecutor Barry McHugh, Idaho State Senator John Goedde, Civil Deputy Prosecuting Attorneys John Cafferty and Pat Braden, and Deputy Clerk Michael Beaver. Chairman Todd Tondee was excused.

- A. Call to Order:** Chairman Pro Tem Green called the meeting to order at 1:00 pm
- 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**

04/25/2013	Deliberations/VAR13-0002/Shoshone County Fire District No. 2/Community Development
05/07/2013	Community Development Update
05/07/2013	Business Meeting
05/10/2013	Relocation of Treasurer & County Assistance Discussion
05/10/2013	Hayden Lake Watershed Improvement District
05/10/2013	Request for Cancellation of Taxes
05/13/2013	Community Development Update
05/13/2013	Commissioners' Debriefing
05/14/2013	Indigent Appeal No. 2012-787
05/14/2013	Indigent Appeal No. 2012-1016 (Revisit)
05/14/2013	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. Kobrick-Johnston.

**Board Actions**

Assessor's Recommendation to Adjust Tax/Valuation Parcel no.: MKT000E0095A

Kennel License Application/White/Deelaine Kennels

BOCC Signatures for Indigent Cases 5/9/2013 through 5/15/2013

Noxious Weed Control Agreements/Various Parcels

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 Beaver called the roll:

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

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

Building and Grounds Operations Manager Shawn Riley appeared to ask the Board to award the contract bid to Interstate Concrete & Asphalt Co. for the Kootenai County Sheriff's Office Parking Lot Rehabilitation Project. Three (3) bids were received on April 23, 2013, from Interstate Concrete and Asphalt, Knife River Corporation, and Coeur d'Alene Paving. Upon review, it was determined that all the bids were responsive, with the lowest bid being from Interstate Concrete, in the amount of \$218,126.81. Mr. Riley recommended that the Board award the bid to Interstate Concrete and explained that the bid acceptance by the County is due within thirty (30) days after opening the sealed bids, making the deadline next Monday, May 27, 2013. Deputy Prosecuting Attorney John Cafferty noted that the bid was being awarded as initially received, and that no changes were made.

Commissioner Nelson moved to award the bid for Parking Lot Rehabilitation at the Sheriff's Office to Interstate Concrete & Asphalt Co. Chairman Pro Tem Green seconded the motion. There being no further discussion, Deputy Clerk Beaver called the roll:

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

The motion carried.

**2. Change Order/Just Ware User Licenses/New Dawn Technologies/Prosecuting Attorney/Information Systems**

Prosecutor Barry McHugh requested that the Board approve a Change Order to the existing contract between New Dawn Technologies and the Prosecutor's Office, in order to allow the purchase of three (3) additional JustWare user license agreements, at an additional cost of \$6,797.01. Mr. McHugh noted that, because this relates to an expense that was not included in the FY2013 budget, and is in excess of \$5,000, the expenditure will require Board approval under the newly adopted Expenditure policy. Mr. McHugh clarified that funds for this purchase will be available from reallocation within his overall FY2013 budget.

Commissioner Nelson moved to approve the Change Order between New Dawn Technologies and Kootenai County (Prosecutor's Office) for the additional purchase of three (3) user licenses. Chairman Pro Tem Green seconded the motion. There being no further discussion, Deputy Clerk Beaver called the roll:

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

The motion carried.

**3. Renewal/Clinician Contract/Idaho Department of Juvenile Corrections/Idaho Department of Health & Welfare/Juvenile Detention**

Chairman Pro Tem Green suggested that discussion of this item be continued to the next Business Meeting, as no representative from the Juvenile Detention Department was present. Mr. Cafferty offered that the Agreement does not go into effect until July 1<sup>st</sup>, 2013, and could be moved to next week without impacting the Memorandum of Agreement (MOA).

Commissioner Nelson moved to continue the discussion of the Renewal of the Clinician Contract until the May 28, 2013, Business meeting. Chairman Pro Tem Green seconded the motion. There being no further discussion, Deputy Clerk Beaver called the roll:

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

The motion carried.

**4. Renewal Application/General Aviation Airport Liability/Risk Management**

Risk Management Technician Julie Kamps presented an initial General Aviation Airport Liability Renewal Application for Board consideration. This will allow for renewal of insurance coverage from Oct 1, 2013, through September 30, 2014. The Board inquired as to the need to approve an initial application. Mr. Cafferty explained that this type of coverage is outside the scope of the County's general liability insurance, and is unique to the operation of the Airport and General Aviation operations, which is not covered by the regular ICRMP (Idaho Counties Risk Management Program) policy. Senator John Goedde addressed the Board's questions about the number of flights arriving and departing at the Airport and the revenue component generated by fuel sales.

Commissioner Nelson moved to approve the initial application for the Airport Liability Insurance Coverage between the Kootenai County (Airport) and the Idaho Counties Risk Management Program. Chairman Pro Tem Green seconded the motion. There being no further discussion, Deputy Clerk Beaver called the roll:

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

The motion carried.

**5. Notice of Award/CLG Grant FY 2013/Memorandum of Agreement/Idaho State Historic Preservation Office/Grant Management Office**

Grant Management Office Grant Writer Jody Bieze asked the Board to consider a Memorandum of Agreement (MOA) between Kootenai County (Grant Management Office), the Idaho State Historic Preservation Office, and the Idaho State Historical Society. The MOA would allow the County to accept the award of a Grant in amount of \$2,500. Ms. Bieze explained that, per the original terms of the Grant, the County must make an 'In Kind' match of donated services, and demonstrate that volunteers contributed time equal in value to the Grant amount. This would be accomplished by keeping logs of sufficient detail to verify the value of donated time (calculated at 125 Hrs x \$20 per hour) to Idaho State Historical Society projects between October 30, 2012 and August 30, 2013. There was some discussion regarding the County's ability to meet the Grant Deadline. Ms. Bieze noted that the next item on the agenda would address the Board's concerns.

Commissioner Nelson moved to approve the Notice of Award of the CLG Grant for Fiscal Year 2013 and sign the MOA between Kootenai County (Grant Management Office) and the Idaho State Historic Preservation Office and the Idaho State Historical Society. Chairman Pro Tem Green seconded the motion. There being no further discussion, Deputy Clerk Beaver called the roll:

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

The motion carried.

**6. Amendment/CLG Grant FY 2013/Grant Management Office**

Ms. Bieze next requested that the Board consider an Amendment to the CLG Grant for FY 2013 by the Idaho State Historical Society, extending the terms for use of the Grant from its original expiration of August 30, 2013, to September 30, 2013.

Commissioner Nelson moved to approve the Amendment to the CLG Grant FY 2013 between the Idaho State Historical Society and the Kootenai County Grant Management Office. Chairman Pro Tem Green seconded the motion. There being no further discussion, Deputy Clerk Beaver called the roll:

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

The motion carried.

**7. Resolution 2013-41/Classify Records/Use of Force Administrative Reports/KCSO**

Chairman Pro Tem Green noted that Resolution 2013-41 points to *Idaho Code* §31-871 as providing the Board with authority to classify all County records as either Permanent, Semi-Permanent, or Temporary, and proscribes the retention time of each classification. In this instance, the KCSO requested that their 'Use of Force Administrative Reports' from January 4, 2008 to December 31, 2009, be classified as Temporary.

Commissioner Nelson moved to approve Resolution 2013-41, which classifies the KCSO Use of Force Administrative Reports from January 4, 2008, to December 31, 2009, as Temporary. Chairman Pro Tem Green seconded the motion. There being no further discussion, Deputy Clerk Beaver called the roll:

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

The motion carried.

**8. Resolution 2013-42/Destroy Records/Use of Force Administrative Reports/KCSO**

The Board considered Resolution 2013-42, which would allow the Kootenai County Sheriff's Office (KCSO) to destroy the records that were classified as Temporary under Resolution 2013-41.

Commissioner Nelson moved to adopt Resolution 2013-42, authorizing the KCSO to destroy the 'Use of Force Administrative Records' that were classified as Temporary under Resolution 2013-41. Chairman Pro Tem Green seconded the motion. There being no further discussion, Deputy Clerk Beaver called the roll:

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

The motion carried.

**9. Resolution 2013-43/Surplus Property/Juvenile Detention**

The Board considered Resolution 2013-43, requesting that the Board declare several items as surplus. The Juvenile Detention Department sought to dispose of various office items, such as desks, chairs, and an IBM Electric Typewriter, each having an individual value of less than \$250.

Commissioner Nelson moved to approve Resolution 2013-43, based on the items in Exhibit 'A', as submitted by Juvenile Detention, and allow the Department to dispose of that property as it sees fit, in accordance with *Idaho Code* §31-807. Chairman Pro Tem Green seconded the motion. There being no further discussion, Deputy Clerk Beaver 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 1:24 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: \_\_\_\_\_  
Michael Beaver, Deputy Clerk