

**Minutes of Meeting  
Commissioners' Debriefing  
July 8, 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 Adult Misdemeanor Probation Director Kevin Creighton, Civil Deputy Prosecuting Attorney John Cafferty, and Deputy Clerk Nancy Jones.

**A. Call to Order:** Chairman Tondee called the meeting to order at 2:10 p.m.

**B. Introductions:** There were no introductions made.

**C. Changes to the Agenda:** There were no changes made to the agenda.

**D. Old Business:** There was no old business discussed.

**E. New Business:**

Adult Misdemeanor Probation (AMP) Director Kevin Creighton came before the Board to request a stipend, which would be paid to a staff member who uses their personal cellular phone for AMP business. Mr. Creighton explained that AMP has one central email address, which is monitored by Administrative Secretary Lori Dahmer. Email messages may be received at any time of the day or night, as well as on weekends, and they are often time sensitive. Ms. Dahmer receives these messages on her phone and promptly forwards the information to the appropriate on-call staff member. Alternative options were considered to distribute this responsibility among multiple staff members, however, this was found to be the most efficient and low-cost solution. The Board approved the request and signed the agreement for a \$35 monthly stipend.

Civil Deputy Prosecuting Attorney John Cafferty requested that the Board enter Executive Session pursuant to *Idaho Code* §67-2345(1)(f), in order to discuss the court decision regarding litigation with Coeur d'Alene Paving.

Commissioner Green moved that the Board enter Executive Session pursuant to *Idaho Code* §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. 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.

The Board entered Executive Session at 2:16 p.m. The Board exited Executive Session and resumed their meeting at 2:24 p.m.

Commissioner Green moved that the Board decline an appeal option regarding litigation against Coeur d'Alene Paving, and to accept the Memorandum of Cost and Attorney Fees from Mr. Chapman. 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.

Mr. Cafferty brought before the Board a letter from the Black Rock Homeowner's Association (HOA), requesting that Kootenai County remit HOA dues on a property that was recently acquired by tax deed. The group discussed various options that are available to the association to recoup these fees, and the maintenance responsibilities associated with tax deed properties. Mr. Cafferty agreed to draft a letter, explaining to the Black Rock HOA that the County will not be paying those fees at this time, and suggesting alternative remuneration options.

Commissioner Nelson shared a request from Chief Deputy Treasurer Laurie Thomas, asking for Board direction with regard to surplus 808 Trust Fund tax deed dollars. Mr. Cafferty answered questions regarding the two parties in question, and noted that a pending claim exists against one of the files. The Board determined that, as more than three (3) years has passed, the funds would be eligible for transfer into the indigent fund.

Commissioner Nelson moved that the Board provide direction to the Treasurer's Office to transfer Trust Funds for 2009 and 2010, less any potential claims. 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.

The Board debated options that were provided by BDPA for completion of the Kootenai County Salary Survey. After deliberation, the Board decided to move forward with the option which will result in a long term proposal that is in line with the current County pay structure. Commissioner Green agreed to communicate this direction with Human Resources and BDPA, and to request a timeline for completion.

Commissioner Green presented a request from the Sheriff's Office (KCSO) to approve a one-time payment to correct pay discrepancies for three (3) KCSO employees. Human Resources Specialist Christina Anderson joined the meeting at 3:02 p.m. to answer questions regarding the history of the issue. The Board determined that the request was valid, and agreed to circulate a memo that would direct staff to issue checks to the affected employees, using salvage dollars.

Commissioner Green presented a letter from Major Neal Robertson, requesting authorization for electrical repairs to the security gate system at the jail. Major Robertson explained that the repairs are time sensitive, because the location of the repairs would later damage the paving improvements that were scheduled to begin in the next few weeks. The Board agreed to authorize the jail to overspend their maintenance budget, if necessary, to expedite these repairs.

The Board discussed pending changes in the Human Resources (HR) department, and debated how far changes should extend, which responsibilities would be shifted to existing staff, and whether a new position should be publicly posted or filled internally. Chairman Tondee noted that any new position would require creation of a job description prior to initiating the hiring process. Commissioner Green agreed to work with current HR staff to begin the process of defining the new position, with the intent of expediting the process to move forward as soon as possible.

Chairman Tondee called for a recess at 3:42 p.m. The meeting was reconvened at 3:46 p.m.

Chairman Tondee informed the Board that a Memorandum of Understanding (MOU) between the County and the Coeur d'Alene Tribe will be coming forward at a future Business Meeting. This MOU will allow the Tribe to use available grant funds to purchase land to facilitate improvements to the Citylink Transfer Hub. Chairman Tondee noted that the Federal Transit Authority has approved the transfer of funds for this purchase. The Board discussed tax exemption for the property, which will be owned by the Tribe and used by the County to facilitate the Citylink program.

- F. Staff Reports:** There were no staff reports.
- G. Public Comment:** This section is reserved for citizens wishing to address the Board regarding a County related issue. There was no public comment.

The meeting was adjourned at 4:06 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: \_\_\_\_\_  
Nancy A. Jones, Deputy Clerk