

**Minutes of Meeting  
Business Meeting  
January 7, 2014  
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 Buildings and Grounds Operations Manager Shawn Riley, Solid Waste Director Roger Saterfiel, Parks and Waterways Director Nick Snyder, Accounting Technician Lori Shaw, Accounting Clerk Jessica Guenther, Applications Systems Manager Carrie Cole, Sergeant Ryan Higgins, Captain Kim Edmondson, Information Systems Director James Martin, Resource and Preparedness Specialist Douglas Fredericks, Civil Deputy Prosecuting Attorneys Jamila Holmes and R. David Ferguson, and Deputy Clerk Brandie Bradley. Also present were North Idaho College Graphic Design Instructor Philippe Valle and student Jamie K. Marble. 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**

12/20/2013	Department Heads
12/20/2013	Exit Meeting – CliftonLarsonAllen
12/20/2013	Community Development Update
12/23/2013	Commissioners’ Debriefing
12/23/2013	Business Meeting
12/24/2013	Indigent Appeal 2012-1252
12/24/2013	Lien Release 2006-632
12/30/2013	Business Meeting

**Board Actions**

Assessor’s Adjustment to Tax/Valuation/Parcel No.: C18400010030

Treasurer’s Request for Extension/Personal Property Taxes/Parcel No.: MAN0000038B0

Affidavit of Treasurer’s Monthly Report/December, 2013

BOCC Signatures for Indigent Cases 12/26/2013 through 01/01/2014

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 further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

**D. Payables List:** Chairman Pro Tem Green presented the Payables List for December 30, 2013, through January 3, 2014.

Commissioner Nelson moved to approve the Payables summary for December 30, 2013, through January 3, 2014, in the amount of \$758,836.01. Chairman Pro Tem Green seconded the motion. There being no discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

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

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

**G. New Business:**

**Proclamation: 2014 Kootenai County's Sesquicentennial**

Chairman Pro Tem Green presented a proclamation to declare 2014 as Kootenai County's Sesquicentennial, which is the 150<sup>th</sup> anniversary of the incorporation of Kootenai County.

Commissioner Nelson moved to adopt the Proclamation declaring 2014 Kootenai County's Sesquicentennial. 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.

**Award/County Seal Contest/Adoption of Official County Seal/Resolution 2014-01**

North Idaho College Graphic Design Instructor Philippe Valle gave a brief synopsis of the graphic design program he teaches at North Idaho College and introduced student Jamie K. Marble, the winner of the County Seal design competition. Ms. Marble gave a PowerPoint presentation outlining her design process and the elements that she incorporated into the seal. The Board awarded Ms. Marble with a plaque and a \$250 check for winning the County Seal Contest. The Board considered Resolution 2014-01, which adopts the seal designed by Ms. Marble as the official County Seal.

Commissioner Nelson moved to adopt Resolution 2014-01, which resolves that the seal designed by Ms. Marble shall now be the official seal of Kootenai County. 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.

**Award Bid 2013-14/Small Engine Recycling/Solid Waste**

Solid Waste Director Roger Saterfiel explained to the Board that one (1) bid was received in response to the Small Engine Recycling bid request. Kootenai Lawn and Garden submitted a bid in the amount of zero (\$0) dollars. Mr. Saterfiel recommended that the Board reject this bid, as Kootenai Lawn and Garden has profited from this recycling pilot program that was conducted over the last three (3) years, while the County did not see a profit and missed out on \$6,000 to \$9,000 a year in metal recycling revenues.

Commissioner Nelson moved to reject the bid submitted by Kootenai Lawn and Garden for small engine recycling. 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.

**Contracts/Admin/Courthouse/ThyssenKrupp Elevator Service/Buildings and Grounds**

Buildings and Grounds Operations Manager Shawn Riley requested that the Board consider two (2) work orders for maintenance services and the upgrade of two (2) elevators by ThyssenKrupp Elevator Service. Mr. Riley explained that these work orders will include a new electronic door edge for the elevator in the Administration Building and a new electronic door edge as well as fire safety upgrades to the elevator in the Courthouse.

Commissioner Nelson moved to approve the two (2) work orders between Kootenai County (Buildings and Grounds) and ThyssenKrupp Elevator Service for elevator maintenance and upgrades. 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.

**Service Contract/Integra Equipment/Information Systems**

Applications Systems Manager Carrie Cole asked the Board to consider a service contract between Kootenai County (Information Systems) and Integra Information Technologies, Inc. Integra Information Technologies, Inc. provides software support and modifications due to minor upgrades and licenses of the Paperclip software. Ms. Cole explained that this is an annual contract, but as the amount has not changed for several years, language has been added to extend the terms of this contract to five (5) years. The annual amount of this contract is \$30,060, commencing on January 1, 2014, and expiring on December 31, 2018.

Commissioner Nelson moved to approve the Service Contract between Kootenai County (Information Systems) and Integra Information Technologies, Inc. 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.

**Grant Application/Mowry Park Shelter Replacement**

Parks and Waterways Director Nick Snyder requested that the Board consider a grant application to be submitted to the Idaho Department of Parks and Recreation. Mr. Snyder explained that these funds will be used to replace two (2) shelters at the Mowry State Park. The estimated cost of this project is \$259,000, and the grant will require a match of \$65,000. Latah County has committed to funding \$15,000 of the required matching funds and the remaining \$50,000 will be funded by Kootenai County vessel funds.

Commissioner Nelson moved to approve the grant application between Kootenai County (Parks and Waterways) and Idaho Department of Parks and Recreation for the Mowry Parks Shelter Replacement 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.

**Change Order/Franssen Electric/KCSO**

Captain Kim Edmondson asked the Board to approve a change order between Kootenai County (Sheriff's Office) and Franssen Electric. Captain Edmondson explained that Franssen Electric was contracted to make electrical repairs on twenty (20) critical items at the Sheriff's Campus and during this work, the State Electrical Inspector identified an additional item for repair. Exigent circumstances made it necessary to complete this repair prior to approval by the Board. The amount for this change is \$5,986.72.

Commissioner Nelson moved to approve the change order between Kootenai County (Sheriff's Office) and Franssen Electric. 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.

**Grant Application/Personal Watercraft/Waterways Improvement Fund/Idaho Department of Parks and Recreation/KCSO**

Sergeant Ryan Higgins requested that the Board consider a grant application to be submitted to the Idaho Department of Parks and Recreation, requesting Waterways Improvement Funds (WIF) grant funds in the amount of \$22,820, which will be used to purchase two (2) 2014 Yamaha personal watercraft. This grant requires matching funds in the amount of \$8,687, which will be funded by Kootenai County vessel fees. These vehicles will be stored on a trailer and used for patrol and rescue operations on Lake Coeur d'Alene. Two (2) personal watercraft that were previously used for this purpose will be relocated and used for patrol and rescue operations on the Spokane River.

Commissioner Nelson moved to approve the grant application to the Idaho Department of Parks and Recreation for two (2) personal watercraft vehicles. 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.

**Grant Application/Repowering 1996 Almar RAIV/Waterways Improvement Fund (WIF)/Idaho Department of Parks and Recreation/KCSO**

Sergeant Higgins asked the Board to approve a grant application for a WIF grant, to be submitted to the Idaho Department of Parks and Recreation, requesting funds in the amount of \$37,000. This grant requires matching funds in the amount of \$12,950. Sergeant Higgins explained that these grant funds will be used to modify and upgrade a 1996 Almar RAIV 21' inflatable boat used for patrols and rescue operations on Hayden Lake.

Commissioner Nelson moved to approve the grant application to the Idaho Department of Parks and Recreation for repowering of a 1996 Almar RAIV. 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.

**Grant Application/Repowering 1994 Almar RAIV/Waterways Improvement Fund (WIF)/Idaho Department of Parks and Recreation/KCSO**

Sergeant Higgins requested that the Board consider a grant application to be submitted to the Idaho Department of Parks and Recreation for WIF grant funds in the amount of \$10,000. This grant requires matching funds of \$3,500. Sergeant Higgins explained that these grant funds will be used for the purchase of an outboard motor and upgrades to be installed on a 1994 Almar RAIV 22' inflatable boat used by the Sheriff's Office for patrols and rescue operations.

Commissioner Nelson moved to approve the grant application to the Idaho Department of Parks and Recreation for the repowering of a 1994 Almar RAIV. 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.

**Grant Application/Purchase Polaris RMK/Off-Road Motor Vehicle Fund (ORMV)/Idaho Department of Parks and Recreation/KCSO**

Sergeant Higgins asked the Board to approve a grant application to be submitted to the Idaho Department of Parks and Recreation for Off-Road Motor Vehicle (ORMV) grant funds in the amount of \$10,516. This grant requires matching funds in the amount of \$5,258, which will be funded by Snowmobile user fees. These grant funds will be used to purchase a 2014 Polaris RMK snowmobile, which replaces a damaged 2006 Polaris RMK snowmobile. Sergeant Higgins explained that this vehicle is used by the Sheriff's Office for patrol and rescue operations.

Commissioner Nelson moved to approve the grant application to the Idaho Department of Parks and Recreation for the purchase of a 2014 Polaris RMK snowmobile. 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.

**Grant Application/Two (2) Can-Am ATV's/Off-Road Motor Vehicle Fund (ORMV)/Idaho Department of Parks and Recreation/KCSO**

Sergeant Higgins requested that the Board consider approving a grant application to be submitted to the Idaho Department of Parks and Recreation for ORMV grant funds in the amount of \$21,098. This grant requires matching funds in the amount of \$10,549, which will be funded by the Off Road Vehicle Fund, Title III Funds and Forest Co-op Funds. These grant funds will be used to purchase two (2) Can-Am all terrain vehicles, to be used by the Sheriff's Office for patrol and rescue operations.

Commissioner Nelson moved to approve the grant application to the Idaho Department of Parks and Recreation for the purchase of two (2) Can-Am All Terrain Vehicles. 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.

**Requests for Annexation/Melendreras/Conklin/Kootenai County Fire and Rescue**

Civil Deputy Prosecuting Attorney R. David Ferguson requested that the Board approve a request to annex two (2) properties into the Kootenai County Fire District, which are owned by Joe and Jacqueline Melendreras, and Joshua and Peggy Conklin. Mr. Ferguson explained that these requests have already been approved by the Fire District Commissioners.

Commissioner Nelson moved to approve the Request for Annexation of properties owned by Joe and Jacqueline Melendreras, and Joshua and Peggy Conklin into the Kootenai County Fire District. 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.

**Resolution 2014-02/Classify Records/Office of Emergency Management**

Resource and Preparedness Specialist Douglas Fredericks asked the Board to adopt Resolution 2014-02, which classifies records maintained by the Office of Emergency Management as temporary, permanent, or semi-permanent. The Board discussed the list of documents to be classified and requested that language be added to the Resolution clarifying which documents are being classified.

Commissioner Nelson moved to adopt Resolution 2014-02, which classifies records maintained by the Office of Emergency Management as permanent, semi-permanent, and temporary, once the corrections requested by the Board have been made to the document. 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.

**Resolution 2014-03/Destroy Records/Office of Emergency Management**

Mr. Fredericks requested that the Board adopt Resolution 2014-03, which allows the Office of Emergency Management to destroy records classified through Resolution 2014-02.

Commissioner Nelson moved to adopt Resolution 2014-03, which allows the Office of Emergency Management to destroy records classified through Resolution 2014-02. 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.

**Resolution 2014-04/Surplus Property/Buildings and Grounds**

Mr. Riley asked the Board to adopt Resolution 2014-04, which declares twenty-seven (27) office chairs as surplus. Mr. Riley explained that these chairs have no value, and due to age and condition are of no further use, as all salvageable parts have been removed.

Commissioner Nelson moved to adopt Resolution 2014-04, to declare twenty-seven (27) office chairs as surplus, so they may be disposed of by Buildings and Grounds. 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.

**Resolution 2014-05/Surplus Property/Human Resources**

The Board reviewed a request from Human Resources requesting adoption of Resolution 2014-05. This Resolution declares a list of office equipment, no longer in use by the Human Resources department, as surplus, as the items have no value.

Commissioner Nelson moved to adopt Resolution 2014-05, to declare the list of office equipment as surplus. 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.

**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 2:49 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

BY: \_\_\_\_\_  
Brandie Bradley, Deputy Clerk