

**Minutes of Meeting**  
**Business Meeting**  
**March 4, 2014**  
**2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Grants Compliance Officer Jody Bieze, Chief Deputy Clerk Pat Raffee, Accounting Manager Pamela Bogaert, Accounting Technician Lori Shaw, Adult Misdemeanor Probation Director Kevin Creighton, Staff Accountant Kimberli Price, Federal Transit Administration Administrator Christine Fueston, Chief Deputy Treasurer Laurie Thomas, Applications Systems Manager Stan Brennan, Major Neal Robertson, Human Resources Director Skye Reynolds, Sheriff Ben Wolfinger, Captain Kim Edmondson, Information Systems Director James Martin, Assessor Mike McDowell, Sergeant Kevin Smart, Sergeant Ward Crawford, Civil Deputy Prosecuting Attorneys Pat Braden and R. David Ferguson and Deputy Clerk Brandie Bradley. Commissioner Dan Green was excused.

- A. Call to Order:** Chairman Tondee called the meeting to order at 2:01 p.m.
- B. Pledge of Allegiance:** Chairman Tondee led the Pledge of Allegiance.
- C. Approval of Consent Calendar:** Chairman Tondee read the items listed on the Consent Calendar.

**Minutes of Meetings**

02/12/2014	Grant and Transit Meeting
02/14/2014	Commissioners' Debriefing
02/18/2014	Business Meeting
02/19/2014	BOE Procedures
02/21/2014	Idaho Department of Juvenile Corrections Annual Update
02/21/2014	Tax Exempt Hearing
02/24/2014	Community Development Update
02/25/2014	Indigent Appeal 2013-283
02/25/2014	Indigent Appeal 2013-201

**Board Actions**

Assessor's Recommendation to Adjust Tax/Valuation/Parcel No's.: P0000002500, H54000000130

Affidavit of Treasurer's Report/February 28, 2014

Approval Order/Tax Exempt Status/AIN 132458 Trinity Church

BOCC Signatures for Indigent Cases 02/20/2014 through 02/26/2014

Kennel License Application/Thomas

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

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

The motion carried.

**D. Payables List:** Chairman Tondee presented the Payables List for February 24, 2014, through February 28, 2014.

Commissioner Nelson moved to approve the Payables summary for February 24, 2014, through February 28, 2014, in the amount of \$234,071.96, as well jury payments in the amount of \$1,446.08. Chairman Tondee seconded the motion. There being no discussion, Deputy Clerk Bradley called the roll:

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

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:**

**Open/Request for Proposals (RFP)/Food Service/Jail/KCSO**

Commissioner Nelson opened the three (3) proposals received in response to the Notice Inviting Bids that was published in the *Coeur d'Alene Press* on January 31, 2014, and February 7, 2014. Captain Edmondson advised the Board that the proposals should be based on the average jail population and the current menu for the jail. Trinity Services Group, Inc. submitted a bid in the amount of \$642,097, CBM Managed Services submitted a bid in the amount of \$635,653, and ABL Management, Inc. submitted a bid in the amount of \$521,377.

Commissioner Nelson moved to forward all three (3) of the bids received to Legal and the Sheriff's Department for review. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

**Open/Request for Proposals (RFP)/Staffing/Human Resources**

Commissioner Nelson opened the one (1) bid received in response to the Notice Inviting Bids that was published in the *Coeur d'Alene Press* on February 12, 2014, and February 19, 2014. Human Resources Director Skye Reynolds explained to the Board that this request is for temporary and direct hire staffing services provided by qualified staffing agencies. Express Personnel Services proposed a sixty-five (65%) markup on temporary staff placements and fifteen percent (15%) of the first year base salary for direct hire employees.

Commissioner Nelson moved to forward the one (1) bid received to Legal and Human Resources for review. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

**Idaho Community Development Block Grant/Alpine Meadows Water System Improvement Project/Grant Management Office**

Grants Compliance Officer Jody Bieze asked the Board to consider the Idaho Community Development Block Grant Program Agreement between Kootenai County (Grant Management Office) and the Idaho Department of Commerce. Ms. Bieze explained that this documents the County's acceptance of grant funds in the amount of \$350,000. These grant funds will be used for the Alpine Meadows Water System Improvement Project and are pass-through grant funds, which will be given to the Alpine Meadows Water and Sewer District. Alpine Meadows Water and Sewer District has provided the required matching funds of \$233,507.

Commissioner Nelson moved to approve the Idaho Community Development Block Grant Program Agreement between Kootenai County (Grant Management Office) and the Idaho Department of Commerce for the Alpine Meadows Water System Improvement Project. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Aye  
Commissioner Green: Excused  
Chairman Tondee: Aye  
The motion carried.

**Firearms Policy/Adult Misdemeanor Probation**

Adult Misdemeanor Probation Director Kevin Creighton requested that the Board consider the Adult Misdemeanor Probation (AMP) Firearms and Deadly Force Policy. This policy provides AMP Officers with guidelines for reasonable use of force, how to respond in use of force situations, and provides standards for employing and carrying weapons. Mr. Creighton advised that firearm and use of force training will be provided to AMP Officers in conjunction with Kootenai County Sheriff's Office (KCSO).

Commissioner Nelson moved to adopt the Adult Misdemeanor Probation Firearms Policy. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Aye  
Commissioner Green: Excused  
Chairman Tondee: Aye  
The motion carried.

**Facility Use Agreement/Alive @ 25 Classes/Kootenai County Fire and Rescue/KCSO**

Sergeant Kevin Smart asked the Board to consider a Facility Use Agreement between Kootenai County (Sheriff's Office) and Kootenai Fire Station No. 2. Sergeant Smart advised that this facility is used to teach Alive @ 25 courses to young drivers. The rental and utility fees for this facility are waived, provided that the instructors keep the facility clean and updated. This agreement requires annual renewals and is in effect for the 2014 calendar year, expiring on December 31, 2014.

Commissioner Nelson moved to approve the Facility Use Agreement between Kootenai County (Sheriff's Office) and Kootenai Fire Station No. 2. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Aye  
Commissioner Green: Excused  
Chairman Tondee: Aye  
The motion carried.

**Change Order/Manatron Contract/Information Systems**

Applications Systems Manager Stan Brennan requested that the Board approve the Change Order between Kootenai County (Information Systems) and Thompson Reuters, for the Manatron Accounting System. This Change Order documents the County's agreement to pay the remaining balance of \$129,727, upon delivery and installation of a fully functional Manatron Accounting System Version 8.6.12.

Commissioner Nelson moved to approve the Change Order between Kootenai County (Information Systems) and Thompson Reuters. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

**Authorize Chairman/Release and Settlement Agreement/Civil Prosecuting Attorney**

Chairman Tondee presented the Release and Settlement Agreement between Kootenai County (Prosecutor) and Christina Anderson, in the amount of \$12,000.

Commissioner Nelson moved to authorize Chairman Tondee to sign the Release and Settlement Agreement between Kootenai County (Prosecutor) and Christina Anderson, which authorizes payment to Ms. Anderson in the amount of \$12,000. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

**Request for Annexation/Various Parcels/East Side Fire Protection District**

Civil Deputy Prosecuting Attorney R. David Ferguson recommended that the Board approve seven (7) petitions for annexation into the East Side Fire Protection District. Mr. Ferguson noted that requests were received for Parcel No. 49N03W193400 owned by Jimmie Dorsey, 49N03W177300 owned by Gregg and Patricia Wilson, 49N03W329100 owned by Daniel and Brenda Kalkauski, 49N03W091100 owned by Michael Spicer and Janice Jackson, 04880002034A owned by Steven Trevor McCrorey, 07590001005A owned by Eric Nickles and Rachel Schabell, and 48N03W043500 owned by Herman Fritz. East Side Fire Protection District approved these requests at a Public Hearing that was held on February 11, 2014. All seven (7) parcels lie within Kootenai County and are contiguous with the existing fire district boundaries.

Commissioner Nelson moved to approve the Request for Annexation of the seven (7) parcels into the East Side Fire Protection District. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

**Request for Annexation/Johnson/Kootenai County Fire and Rescue**

Mr. Ferguson recommended that the Board approve the annexation request made by Brandon and Brenda Johnson to annex Parcel No. 50N02W191800 into the Kootenai County Fire and Rescue District. Mr. Ferguson advised that this request was approved by the Kootenai County Fire and Rescue District at a Public Hearing that was held on February 10, 2014. This property is not contiguous, but is over forty (40) acres.

Commissioner Nelson moved to approve the Request for Annexation to annex Parcel No. 50N02W191800 owned by Brandon and Brenda Johnson into the Kootenai County Fire and Rescue District. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

**Lease Agreement/Riverstone West/City Link Transportation Center/Transit**

Federal Transit Administration Grant Administrator Christine Fueston asked the Board to consider the Lease Agreement between Kootenai County (Board of County Commissioners) and Riverstone West, LLC. Ms. Fueston explained to the Board that this a temporary lease for one point four (1.4) acres of land that is being used as a transit center for the Citylink bus services. The lease will only be in effect from October 1, 2013, until March 31, 2014, as the Grant Management Office is negotiating the purchase of this land. The monthly lease rate is \$1,730. Civil Deputy Prosecuting Attorney Pat Braden noted that the purchase of this land is contingent on the receipt of grant funding.

Commissioner Nelson moved to approve the Lease Agreement between Kootenai County (Grant Management Office) and Riverstone West, LLC for the Citylink Transit Center. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

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 2:26 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

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

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