

**Minutes of Meeting
Business Meeting
November 18, 2014
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 Records Technician Ashleigh Suggs, Legal Assistant Barb Nyquist, Information Systems Director James Martin, Applications Systems Manager Carrie Cole, Human Resources Director Skye Reynolds, Buildings and Grounds Operations Manager Shawn Riley, Maintenance Operator Technician Bill Norberg, Board of County Commissioners Administrative Secretary Teri Johnston, Civil Deputy Prosecuting Attorneys Pat Braden and R. David Ferguson, KCSO Captain Dan Soumas, and Deputy Clerk Daniel Robertson. Also present were citizens Sandi Sandstrom, Karlene Meakin, Barry Henbry, Caroline Griffin, Howard Hogan, and Ken Dony.

- A. Call to Order:** Commissioner Todd Tondee called the meeting to order at 2:04 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

- 10/28/14 Lien Release Request 2014-84
- 10/28/14 Indigent Appeal 2014-439
- 10/28/14 Payment Reduction Request 2003-254; 2014-341
- 10/28/14 Lien Release Request Nos. 2014-418; 2014-492; 2014-549; 2014-582
- 10/28/14 Revisit – Request Nos. 2012-904; 2012-829
- 10/29/14 District Court Procedures for Buildings & Grounds Contact
- 11/03/14 Commissioners’ Debriefing
- 11/04/14 Indigent Appeal 2013-490
- 11/04/14 Indigent Appeal 2013-699
- 11/04/14 Indigent Appeal 2014-325 Revisited
- 11/04/14 Indigent Appeal 2012-904 and 2012-829
- 11/04/14 Indigent Appeal 2014-438
- 11/04/14 Fuel/Fleet Management Task Force – Proposed Bid
- 11/04/14 Justware Implementation Schedule
- 11/07/14 Steve Griffitts – Jobs Plus
- 11/07/14 Executive Session 67-2345(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent.
- 11/07/14 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 relating to Greg Delavan.
- 11/10/14 Lien Release Request 2012-416, 2012-117 & 2012-25

Board Actions

Assessor’s Adjustment to Tax/Valuation/Parcel C1800032007A

Treasurer’s Request for Adjustment to Solid Waste fees/Parcel Nos. MZZ03W22133C; MKT000F10320; MKT000A2035A; MZZ15W282210

Affidavit of Treasurer’s Report: November 14, 2014

BOCC Signatures for Indigent Cases 11/6/14 through 11/12/14

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 Robertson called the roll:

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

Commissioner Nelson said that there were two (2) items on the Consent Calendar which had already been voted on in open meetings. She said that this was duplication and suggested such items not be included in the Consent Calendar. She also said that there were two (2) items on the October 28 Business Meeting Consent Calendar which had been pulled and she had requested be brought back to several Business Meetings for further discussion, and said she would like to rescind her vote one of these items. Chairman Tondee said that staff had been instructed to add these items to next week’s Business Meeting.

D. Payables List: Chairman Tondee presented the Payables List for November 10, 2014, through November 14, 2104 in the amount of \$538,050.16.

Commissioner Nelson moved to approve the Payables Summary for November 10, 2014, through November 14, 2104, in the amount of \$538,050.16. Commissioner Green seconded the motion. There being no discussion, Deputy Clerk Robertson called the roll:

- Commissioner Nelson: Aye
 - Commissioner Green: Aye
 - 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:

Bid Opening 2014-16/Janitorial Services/Buildings & Grounds

The Board reviewed janitorial service bids from: ABM Janitorial, to cover all facilities in the amount of \$11,922.45 per month; Tesh, bidding on the Administration campus only in the amount of \$132,661.20 per year; Western Building Maintenance, to cover all facilities in the amount of \$12,202 per month; Service Master Cleaning Services, to cover all facilities in the amount of \$219,756 per year; David Marusy, Vanguard, to cover all facilities in the amount of \$17,623.17 per month; and Clearview Cleaning Service, to cover all facilities in the amount of \$8,103 per month.

Commissioner Green moved to forward these bids to Buildings and Grounds for review. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Citizens Sandi Sandstrom, Karlene Meakin, Barry Henbry, Caroline Griffin, Howard Hogan, and Ken Dony exited the meeting at 2:13 p.m.

Contract/Dardan Enterprises/HR Remodel Project/Buildings & Grounds

Buildings and Grounds Manager Shawn Riley asked the Board to approve the contract between Kootenai County (Buildings and Grounds) and Dardan Enterprises in the amount of \$114,322 for the partial remodel of the Human Resources space. He said that the cost is included in the Fiscal Year 2015 budget and that the project will be complete on January 23, 2015.

Commissioner Green moved to approve the contract between Kootenai County (Buildings and Grounds) and Dardan Enterprises in the amount of \$114,322. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Ordinance No. 474/Groomed Snowmobile Trail Ordinance Amendments/Off-Highway Vehicles/Snowmobile Advisory Board

Snowmobile Advisory Board member Joe Wuest asked the Board to approve Ordinance Number 474 to amend the Kootenai County Groomed Snowmobile Trail Ordinance. He explained that these amendments would remove the definition of All Terrain Vehicle (ATV) from the ordinance and replace it with a definition of Off Highway Vehicle (OHV), as well as changing the necessary references from ATV to OHV. He said that these amendments were needed due to the popularity of kits designed to modify motorcycles to operate on snowmobile trails.

Commissioner Green moved to adopt Ordinance No. 474: Groomed Snowmobile Trail Ordinance Amendments. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Equitable Sharing Agreement/Certification for Sheriff's Office and Task Force/KCSO

Captain Dan Soumas asked the Board to approve the Equitable Sharing Agreement and Certification for both the Sheriff's Office and the North Idaho Violent Crimes Task Force. He explained that these reports outline the FY14 federal fund expenditures, revenues, and ending balance for the Sheriff and the Task Force.

Commissioner Green moved to authorize Chairman Tondee to sign the Equitable Sharing Agreement and Certification reports. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

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

The motion carried.

Service Agreement/GovernmentJobs.com, Inc. dba NEOGOV/Information Systems

Information Systems Director James Martin asked the Board to approve the service agreement between Kootenai County (Information Systems) and GovernmentJobs.com doing business as NEOGOV. This contract would allow the County to accept online job applications, which would significantly decrease staff time to screen applications. Human Resources Director Skye Reynolds reported that the County has received about 2,500 paper applications in the last year. She also requested to remove the optional subscription from the agreement for posting jobs to GovernmentJobs.com, which she had not intended to include and had not budgeted for. Ms. Reynolds said the service agreement included a one-time startup cost of \$6,000, as well as an annual license cost of \$11,000 once the optional subscription was removed.

Commissioner Green moved to approve the service agreement between Kootenai County (Information Systems) and NEOGOV once amended to remove the optional job posting subscription. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

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

The motion carried.

Personnel Policy Manual/Resolution 2014-77/Human Resources

Ms. Reynolds asked the Board to adopt Resolution 2014-77 to adopt the updated Personnel Policy Manual. She informed the Board that there have only been format and grammar changes since the prior revised draft.

Commissioner Nelson moved to adopt Resolution 2014-77. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

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

The motion carried.

Resolution 2014-86/Surplus Equipment/Buildings & Grounds

Mr. Riley asked the Board to adopt Resolution 2014-86 to declare 4 items as surplus, which his department no longer has in its possession. He said he only recently became aware that a resolution was needed to surplus the items.

Commissioner Green moved to adopt Resolution 2014-86. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

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

The motion carried.

Resolution 2014-87/Surplus Chairs/Buildings & Grounds

Mr. Riley asked the Board to adopt Resolution 2014-87 to declare 32 broken chairs as surplus. Commissioner Nelson moved to adopt resolution 2014-87. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

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

The motion carried.

Agreement/Master's Touch/E-notices/Treasurer/Assessor

Chief Deputy Treasurer Laurie Thomas entered the meeting at 2:48 p.m.

Chief Deputy Treasurer Laurie Thomas asked the Board to approve the agreement between Kootenai County (Treasurer and Assessor) and Master's Touch to give property owners the option to receive electronic delivery of assessment notices and tax bills. She explained that the set up cost for both divisions to sign up separately would be \$455 more than the cost to sign up jointly; and that the joint set up cost is \$1,255. Ms. Thomas also said that there would be a \$0.12 cost per e-notice. She believed this cost could be recouped within two (2) years, as paper notices and tax bills cost \$0.56 each to deliver. Ms. Thomas said that she would like the Board to approve this before the next tax bills are sent out so that a notice of the electronic service offering could be included in the bills, free of charge by Master's Touch.

Commissioner Green moved to approve agreement between Kootenai County (Treasurer and Assessor) and Master's Touch for the delivery of electronic tax bills and assessment notices. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

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

The motion carried.

G. 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 3:07 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Daniel Robertson, Deputy Clerk
