

**Minutes of Meeting
Business Meeting
December 9, 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 Clerk Jim Brannon, Facilities Director Shawn Riley, Weed Superintendent Bill Hargrave, Solid Waste Director Cathy Mayer, Parks & Waterways/Noxious Weeds Director Nick Snyder, Information Systems Director James Martin, Chief Deputy Treasurer Laurie Thomas, Lieutenant Stuart Miller, Civil Deputy Prosecuting Attorneys Jamila Holmes and R. David Ferguson, Network Administrator Grant Kinsey, Legal Assistant Barb Nyquist, Administrative Assistants Nancy Jones and Teri Johnston, and Deputy Clerks Mary Enquist and Daniel Robertson. Also present were citizens Tina Kunishige and Ken Dony.

- A. Call to Order:** Commissioner Todd Tondee called the meeting to order at 2:00 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

- 11/05/14 Requests for Cancellation of Taxes
- 11/14/14 Advisory Board Application Review
- 11/14/14 Phil Cummings
- 11/17/14 Commissioners' Debriefing
- 11/18/14 Phone Promotion Discussion/Information Systems
- 11/19/14 Department Heads
- 11/19/14 Steve Fritsch – Request of Refund

Board Actions

- Affidavit of Treasurer's Report: December 5, 2014
- Civil Division/October 2014 Financial Report
- Kennel License Renewal/Kickaboo Kennel
- Idaho Department of Juvenile Corrections/Juvenile Justice Annual Financial Report
- BOCC Signatures for Indigent Cases: 11/27/14 through 12/3/14

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

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

The motion carried.

D. Payables List: Chairman Tondee presented the Payables List for December 1, 2014 through December 5, 2014.

Commissioner Green moved to approve the Payables Summary for December 1, 2014 in the amount of \$548,456.37 and Jury Panel Payments in the amount of \$5,063.64. Commissioner Nelson 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: Item number three: Bid Opening 2014-18/Transfer Trailers/Solid Waste was pulled from the agenda by the Board because it had not been advertised correctly.

Commissioner Green moved that Item three be pulled from the agenda-Bid Opening 2014-18/Transfer Trailers/ Solid Waste and asked that Solid Waste bring it back at an appropriate time. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

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

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

G. New Business:

Public Hearing: Resolution 2014-92/Setting Fees for Response to Public Records Requests

Chairman Tondee opened the public hearing at 2:09 p.m.

Administrative Assistant Nancy Jones presented information regarding the public records process review. Resolution 2014-92 supersedes Resolution 2012-13 to specifically address color versus black and white copies as well as cost for similar media, staff time, and storage on flash drives. Previous rates have not changed except to add color fees.

Chairman Tondee invited the public to comment in favor, against or neutral to Resolution 214-92/Setting Fees for Response to Public Records Requests. No public comments were received.

At 2:12 p.m. Chairman Tondee closed the comment section of the Public Hearing.

Commissioner Green moved to close the Public Hearing for the Resolution 2014-92/Setting Fees for Response to Public Records Requests. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

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

Commissioner Green moved to adopt the fees and everything outlined in Resolution 2014-92/Setting Fees for Response to Public Records Requests. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

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

The motion carried.

Bid Opening 2014-15/Knuckleboom Crane/Solid Waste

The Board reviewed one bid from Crane Equipment Manufacturing in the amount of \$162,300; trade in \$12,000. Commissioner Nelson said the bid also included attached quotation marked options. Commissioner Green asked Solid Waste Director Cathy Mayer if there were any other manufacturers. Ms. Mayer said that many manufacturers are not in the position to install the equipment on the crane as they are located too far away.

Commissioner Green moved to accept the bid 2014-15/Knuckleboom Crane/Solid Waste and forward to staff in legal for their review and recommendation. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

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

The motion carried.

Bid Opening 2014-18/Transfer Trailers/Solid Waste – Pulled

Consider/Award Bid 2014-17/Fuel Services/Kootenai County

Lieutenant Stuart Miller commented they received one bid, from Coleman Oil Company for the County's fuel services and that the Fleet Management Task Force was in favor of awarding that bid.

Commissioner Nelson moved to award the Bid 2014-17 to Coleman Oil Company. 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.

Request for Adjustment of Solid Waste Fees/City of Coeur d'Alene/AIN 136489/Treasurer

Chief Deputy Treasurer Laurie Thomas said their office had received a request from the City of Coeur d'Alene and Solid Waste department with supporting documents that property owner for AIN 136489 received a duplicate billing on their Solid Waste property tax and a commercial disposal account from the City of Coeur d'Alene. Ms. Thomas said it is clearly a County issue.

The property owner is asking for cancellation of the solid waste fees on their property tax bill.

Commissioner Green moved to adjust the solid waste fees for AIN 136489. 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.

Grant Application/2015 Inland Empire Cooperative Weed Management Area Grant/Idaho State Department of Agriculture/Noxious Weed Control

Weed Superintendent Bill Hargrave asked the Board to approve the 2015 Inland Empire Cooperative Weed Management Area grant application to the Idaho State Department of Agriculture. This grant will help to cover herbicide costs, and equipment replacement. The grant amount is approximately \$37,210.

Commissioner Nelson moved to approve the grant application for the 2015 Inland Empire Cooperative Weed Management Area Grant with the Idaho State Department of Agriculture/Noxious Weed Department. 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.

Grant Application/Idaho Department of Parks & Recreation (IDPR)/Hauser Lake Launch Parking Area Project/Parks & Waterways

Parks & Waterways Director Nick Snyder asked the Board to approve the grant application to seal coat and re-stripe the Hauser Lake Boat Launch Parking Area. The County grant match amount committed is \$1,000, and the project would be completed in August 2015.

Commissioner Green asked would the County do the project if they didn't get the grant. Mr. Snyder said that he would apply for other grants for 2016.

Commissioner Nelson moved to approve the grant for the Hauser Lake Boat Launch Parking Area Project and Parks & Waterways. 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.

Grant Application Idaho Department of Parks & Recreation (IDPR) Hauser Lake Public Docks Replacement Project/Parks & Waterways

Parks & Waterways Director Nick Snyder said that this is a necessary grant application for the Hauser Lake dock replacement project, and is Phase Four of a five phase project to renovate the facility. Total cost of the Grant is \$265,695 with \$80,000 as the County's cash match.

Commissioner Green moved to approve the grant application for Parks & Waterways with the Idaho Department of Parks & Recreation for the Hauser Lake Public Docks Replacement project.

Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

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

The motion carried.

Agreement/Intermax Networks/Airport/Information Systems

Network Administrator Grant Kinsey asked the Board to approve an agreement between Intermax Networks and the Airport to provide wireless service and replace existing Airport communication equipment. Mr. Kinsey said the service agreement cost will be \$250 per month and that the vendor has agreed to the Board's request for debriefings.

Commissioner Green moved to approve the agreement between Intermax Network and Information Systems for airport communications. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

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

The motion carried.

Professional Services Agreement/RS & H, Inc./Domino/Board of Commissioners

Administrative Assistant Nancy Jones said this was previously discussed at the December 2, 2014 Business Meeting but that it needed additional clarification before the Board can approve and sign the agreement. One clarification was the document retention requirements – for 3 or 7 years? The other was the fee structure – set to be a lump sum or an hourly rate, not to exceed the amount? Ms. Jones said the agreement has not been signed by Mr. Domino. Commissioner Green asked if the Board could sign the agreement without Mr. Domino's signature to expedite the process. Civil Deputy Prosecuting Attorney R. David Ferguson he would not recommend that action. Ms. Jones said Mr. Domino was sending a signed agreement today, and Mr. Ferguson said he could review it for legal issues today. The Board decided to continue this item to the Business Meeting for December 10th at 3:00 p.m.

Commissioner Green moved that the Professional Services Agreement with RS & H Inc. and the Board be continued until 3:00 p.m. December 10, 2014 so the Board can have Legal review the amended agreement before signing. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

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

The motion carried.

Fire District Annexation/Honshell/Kootenai County Fire & Rescue

Mr. Ferguson said he had provided a legal opinion on this matter and that the Honshell annexation was approved by the Fire District, so the Board could act.

Commissioner Nelson moved to approve the Kootenai County Fire District annexation for Mr. and Mrs. Honshell. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

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

The motion carried.

Tax Deed Bids/AIN 318483/Powell/Parker

The Board reviewed two bids: from James Powell in the amount of \$2,800 and from the Parkers in the amount of \$3,025. The Board noted they do not want to misrepresent the property’s difficulty for development due to its irregular shape and convergence of public and private roads. The two bidders are not property owners of nearby parcels. The Commissioners were not in favor of selling due to the many unknowns, and decided to reject the bids and ask Community Development staff to deed the parcel to the Post Falls Highway District instead.

Commissioner Green moved to reject the bids from both Powell and Parker on property AIN 318483 and instruct the Community Development staff to deed the property to the Post Falls Highway District. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

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

The motion carried.

Parks & Waterways Director Nick Snyder left the meeting at 2:30 p.m.

Advisory Board Appointments/Patrick/Metts/Reappoint Genter/Airport

Chairman Tondee read the names of T. Sholeh Patrick and Shawn Metts for appointment to the Airport Advisory Board, and Joan Genter for reappointment to the same board.

Commissioner Green moved to appoint T. Sholeh Patrick and Shawn Metts and to reappoint Joan Genter for a second term to the Airport Advisory Board. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

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

The motion carried.

Nancy Jones left the meeting at 2:47 p.m.

Facilities Director Shawn Riley joined the meeting at 2:49 p.m.

Advisory Board Reappointments/Murphey/Sheppard/Natural Resource Board

Chairman Tondee read the names of Rusty Sheppard and Patrick Murphy for reappointment to the Natural Resource Board.

Commissioner Green moved to reappoint Rusty Sheppard and Patrick Murphy to the Natural Resources Board. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

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

The motion carried.

Advisory Board Appointment/Mauser/Reappointment/Singletary/Historic Preservation Commission

Chairman Tondee read the names of Laurie Mauser for appointment and Robert Singletary for reappointment to the Historic Preservation Commission.

Commissioner Nelson moved to reappoint Robert Singletary and appoint Laurie Mauser to the Historic Preservation Commission. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Contract/Access Unlimited & Security/Buildings & Grounds

Facilities Director Shawn Riley said this is a contract with Access Unlimited in the amount of \$13,935 to install a security system in the Public Defender's office, and is the same system which is in the Administrative Services Building. Mr. Riley said the two systems will network.

Commissioner Green moved to approve the contract with Access Unlimited for the Public Defender's space. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

Commissioner Nelson: No

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Resolution 2014-91/Surplus Property/Buildings & Grounds

Facilities Director Shawn Riley said this surplus property is one of the original green County flags, when purchased cost \$80, but is of no value now as the flag is torn. The employee who originally designed the old logo would like to purchase the flag as a memento. The Board did not think it necessary to have to pay \$1 for a torn flag, so another motion would be necessary to give the flag to Mr. Saxton in appreciation for his design.

Commissioner Green moved to approve resolution 2014-91. Chairman Tondee seconded the motion.

There being no further discussion, Deputy Clerk Enquist called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Commissioner Green moved to direct Shawn Riley, Facilities Director to give the flag in appreciation of Mr. Saxton's design to him. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll.

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Resolution 2014-93/Employee Agreements/KCSO

Chairman Tondee stated that this Resolution 2014-93 is an update of a previous Board's authorization. It is to allow the Sheriff to pursue reimbursement for expenses incurred for training when employees did not serve out their three-year term. Civil Deputy Prosecuting Attorney R. David Ferguson said he had discussed this with the Sheriff and this resolution would allow the Sheriff to take action on these employee agreements without asking the Board.

Commissioner Green moved to adopt Resolution 2014-93 authorizing the Sheriff to enter into employment agreements. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

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 continued to December 10, 2014 at 3:00 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Mary Enquist, Deputy Clerk
