

**Minutes of Meeting  
Business Meeting  
December 30, 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, Chief Deputy Clerk Pat Raffee, Chief Bailiff Pete Barnes, Community Development Director David Callahan, Finance Director David McDowell, Buildings and Grounds Director Shawn Riley, Solid Waste Transfer Station/Hazmat Manager Doug Goodwin and Principal Planner Laureen Chaffin, Civil Deputy Prosecuting Attorneys R. David Ferguson and Jamila Holmes, Staff Accountant Kimberli Price, KCSO Sergeant Ryan Higgins and Patrol Captain Andy Boyle, Senior Elections Clerk Megan Bircher, Legal Assistant Barb Nyquist, Administrative Secretary Stephanie Clark, and Deputy Clerk Mary Enquist. Also present were citizens Rob Peterson, Larry Parrott and Tina Kunishige. Commissioner Dan Green was excused.

- 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**

11/10/14	Business Meeting
11/19/14	Elected Officials
12/02/14	Position Review Committee-Recommendations
12/02/14	Business Meeting
12/04/14	Budget Discussion
12/05/14	U.S. Forest Service/Army Reserve Lease
12/05/14	Bottom Canyon Project
12/08/14	Commissioners' Debriefing
12/10/14	Airport Billing Process Preview
12/10/14	Human Resources Action Items
12/10/14	Business Meeting (Continued)
12/15/14	Executive Session 67-2345(1)(a) to consider hiring a public officer, employee, staff member or individual agent.
12/15/14	Community Development Update
12/15/14	Commissioners' Debriefing
12/15/14	Preparation Meeting-Airport Master Plan Workshop
12/15/14	Fairgrounds Handicapped Parking Discussion
12/17/14	Presentation Review-Airport Master Plan Workshop

**Board Action**

Affidavit of Treasurer’s Report: December 26, 2014

BOCC Signatures for Indigent Cases 12/18/14 through 12/24/14

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 Enquist 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 December 22, 2014 through December 26, 2014.

Commissioner Nelson moved to approve the Payables Summary for December 22, 2014, in the amount of \$474,011.07, and Jury Panel Payments in the amount of \$2,224.40. Chairman Tondee seconded the motion. There being no discussion, Deputy Clerk Enquist called the roll:

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

The motion carried.

**E. Changes to the Agenda:** Items #12, 2015 IECWMA Cost Share Grant/Noxious Weed Control, and Item #14, Advisory Board Appointments/Fromkin/Levine/Reappoint Cook/Syracle/Planning & Zoning were pulled from the agenda, as they were not ready for discussion.

Commissioner Nelson moved to change the agenda, pulling Items #12 and #14 to a date uncertain. Chairman Tondee seconded the motion. There being no further discussion Deputy Clerk Enquist called the roll.

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

The motion carried

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

**G. New Business:**

**Bid Opening 2014-19 Recycle Truck/Solid Waste**

Commissioner Nelson opened two bids for the 2014-19 Recycle Truck for Solid Waste. Freedom Truck Centers from Spokane WA, bid a purchase price of \$160,000, with an optional trade-in offer of \$17,325. Western Peterbilt in Liberty Lake WA, bid a purchase price of \$179,999, and an optional trade-in offer of \$16,325.

Chairman Tondee moved to forward the two bids to the Solid Waste and the Legal Departments for review and recommendation. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

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

The motion carried.

**Bid Opening/2014-20 Transfer Trailers/Solid Waste**

Commissioner Nelson opened one bid for the 2014-20 Transfer Trailers for Solid Waste from Wilkins Industries in Minnesota at \$78,669 each.

Commissioner Nelson moved to forward the bid to the Solid Waste and Legal Departments for review and recommendation. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

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

The motion carried.

**Consider Bid 2014-16/Janitorial Services/Buildings & Grounds**

Buildings & Grounds Director Shawn Riley asked the Board to reject all the bids for the janitorial services, and to authorize the Request for Proposal for re-bidding the project. Mr. Riley explained that the previous bid from Clearview Cleaning was disqualified because the bid was not complete. When estimating the cost, Clearview Cleaning forgot to add two buildings to their bid. Clearview Cleaning rescinded and resubmitted their bid, which automatically disqualified them. Mr. Riley said he is rescinding all the bids and returning the bond and would like to re-advertise.

Commissioner Nelson moved to reject all bids for the Janitorial Services and wait until the new Board takes office to re-advertise. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

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

The motion carried.

**Proposal/Light Fixtures/Jail/Work Release Center/Buildings & Grounds**

Mr. Riley stated the Light Fixtures proposal is to upgrade 34 parking light fixtures at the Jail and the Work Release Center parking lots. Mr. Riley said that total cost for the project after rebate will be \$17,918, of which \$17,000 was budgeted for FY 2015. Mr. Riley said the remaining \$918 will be funded from the 8517 line item maintenance budget.

Commissioner Nelson moved to approve the proposal from Classic Electric, LLC for the light fixtures upgrade to the Jail and the Work Release Center parking lots. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

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

The motion carried.

**Proposal/Light Fixtures/Administration Building/Post Falls DMV/Buildings & Grounds**

Mr. Riley stated that the Light Fixtures Proposal is to upgrade 13 parking lot light fixtures in Post Falls DMV and the Administration Building parking lots. Mr. Riley said total cost for the project after rebate will be \$6,851, and funds will come from line item 8517 of the Buildings and Grounds budget.

Commissioner Nelson moved to approve the proposal from Classic Electric, LLC for the light fixture upgrade to Post Falls DMV and the Administration Building parking lots. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

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

The motion carried.

**Agreement/ThyssenKrup Elevator/Buildings & Grounds**

Mr. Riley asked the Board to approve and sign the agreement with ThyssenKrup Elevator Services to conduct the required 5-year load tests on all elevators in the County buildings. Mr. Riley said the total cost of the project is \$6,905, and the 911 Call Center will pay \$1,883.34 from their budget and the rest will come from the Buildings & Grounds budget.

Commissioner Nelson moved to approve the agreement with ThyssenKrup Elevator Service for Buildings and Grounds. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

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

The motion carried.

**Fuel Services Agreement/Coleman Oil Company/BOCC**

Civil Prosecuting Attorney Jamila Holmes stated that the Board is familiar with the ongoing fuel service agreement and after her review everything is in order, so she recommended that the Board approve this agreement.

Commissioner Nelson moved to approve the fuels services agreement with Coleman Oil Company. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

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

The motion carried.

**Grant Request/Two ATVs/Idaho Department of Parks & Recreation/KCSO**

KCSO Sergeant Ryan Higgins asked the Board to sign a grant application for two new ATVs to be funded through the Idaho Department of Parks and Recreation. The grant request is for \$11,145.97 with matching funds of \$11,145.97, for a total project cost of \$22,291.94. Sergeant Higgins said the matching funds will come from the snowmobile account or OHV funds, which will be requested through the 2016 budget process. Sergeant Higgins said the state funding becomes available in July but KCSO will wait until October to purchase the two ATVs.

Commissioner Nelson moved to approve the Board to sign the grant application through the Idaho Department of Parks & Recreation for two ATVs for the Sheriff's Department. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

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

The motion carried.

**Grant Request/Tow Vehicle/Idaho Department of Parks & Recreation/KCSO**

Sergeant Higgins asked the Board to sign a grant application for a new tow vehicle through the Idaho Department of Parks and Recreation Waterways Improvement Fund. Sergeant Higgins said this vehicle will be used by Marine Deputies to transport boards, gear and personnel to the various lakes and rivers within the County. Sergeant Higgins said the grant request is for \$19,335, with matching County funds of \$19,335, for a total project cost of \$38,670. Sergeant Higgins said the matching funds will be requested in the FY2016 budget.

Commissioner Nelson moved to approve the Board to sign the grant application through the Idaho Department of Parks and Recreation Waterways for the tow vehicle for the Sheriff's Department. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

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

The motion carried.

**Cooperative Law Enforcement Annual Operating Plan/Financial Plan/US Forest Service/KCSO**

KCSO Patrol Captain Andy Boyle requested that the Board approve the Cooperative Law Enforcement Annual Operating Plan and Financial Plan between the Kootenai County Sheriff's Office and the USDA, Forest Services.

Commissioner Nelson moved to approve the Cooperative Law Enforcement Annual Operating Plan and Financial Plan between the Kootenai County Sheriff's Office and the USDA, Forest Service. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

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

The motion carried.

**Modification #3/Annual Operating Plan/US Forest Service/Snowgroomers**

Commissioner Nelson moved to approve Modification #3 of the Annual Operating Plan between the US Forest Service and the Snowgroomers. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

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

The motion carried.

**~~2015 IECWMA Cost Share Grant/Noxious Weed Control - Pulled~~**

**Request for Annexation/Baker/Kootenai County Fire & Rescue**

Civil Deputy Prosecuting Attorney R. David Ferguson said he reviewed the annexation request and the property meets the requirements for the annexation.

Commissioner Nelson moved to approve the annexation between Marion B. Baker and Kootenai County Fire and Rescue. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

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

The motion carried.

**~~Advisory Board Appointments/Fromkin/Levine/Reappoint Cook/Syrle/ Planning & Zoning - Pulled~~**

**Advisory Board Reappointment/Beuchene/Burnside/Snowgroomers**

Chairman Tondee said this is the reappointment of Ted Burnside and Al Beauchene to the Kootenai County Snowmobile Advisory Board for a three-year term.

Commissioner Nelson moved to reappoint Ted Burnside and Al Beauchene to the Kootenai County Snowmobile Advisory Board. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

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

The motion carried.

**Advisory Board Reappointments/Burke/Hanson/Humphreys/Miller/Noxious Weed Control**

Chairman Tondee said there are three reappointments for a one year term, (Hanson, Humphreys and Miller) and one reappointment for three year term, (Burke). Chairman Tondee said the reason they were put on opposite terms is because by statute this is a two-year term Board.

Commissioner Nelson moved to reappoint Burke, Hanson, Humphreys and Miller to the Noxious Weed Control Advisory Board. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

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

The motion carried.

**Advisory Board Reappointment/Bradley/Brosenne/Waterways**

Commissioner Nelson moved to reappoint Raymond Bradley and Craig Brosenne to the Waterways Advisory Board. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

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

The motion carried.

**Corrected Resolution 2014-71/Adjust Budget to Reflect Previously Unbudgeted Revenue from Federal, State or Other Resources/Auditor**

Finance Director David McDowell stated that Corrected Resolution 2014-71 would adjust the budget to reflect previously unbudgeted revenue from Federal, State, or other sources.

Commissioner Nelson said she thinks that Resolution 2014-71 should be left alone and have a new Resolution number that supersedes 2014-71 for budgetary reasons. Commissioner Nelson asked Administrative Secretary Stephanie Clark to assign and return to the meeting with a new Resolution number.

Commissioner Nelson moved to approve Resolution 2014-102 which supersedes Resolution 2014-71 with the changes noted on the record. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

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

The motion carried.

**Resolution 2014-94/Classify Records/Elections**

Senior Elections Clerk Megan Bircher said that the Elections office has some temporary documents that need to be classified.

Commissioner Nelson moved to approve Resolution 2014-94 to classify temporary records for the Elections Department. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

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

The motion carried.

**Resolution 2014-95/Destroy Records/Elections**

Ms. Bircher said the Elections Department has documents that need to be destroyed.

Commissioner Nelson moved to approve Resolution 2014-95 Destruction of Records for the Elections Department. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

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

The motion carried.

**Resolution 2014-96/Surplus Property/Bailiff/District Court**

Chief Bailiff Pete Barnes asked the Board to surplus a 1989 Chevy Blazer because District Court no longer has use for this vehicle. Chief Barnes said the vehicle was valued at \$1,200.

Commissioner Nelson moved to approve Resolution 2014-96 to surplus the 1989 Chevy Blazer for District Court. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

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

The motion carried.

**Resolution 2014-98/Expired Building Permits/Community Development**

Community Development Director David Callahan asked the Board to approve Resolution 2014-98 so that the Community Development Department can quit monitoring expired building permits which have been declared as code violations.

Commissioner Nelson moved to approve Resolution 2014-95 so the Community Development Department can quit monitoring expired building permits. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

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

The motion carried.

**~~Resolution 2014-99/FY 2015 Contingency Appropriation~~ Pulled**

Chairman Tondee asked Mr. McDowell if Resolution 2014-99 needed all three of the Commissioners to vote. Mr. McDowell said it will need all three Commissioners to vote.

Commissioner Nelson moved to pull Resolution 2014-99 from the agenda and bring it to the January 5, 2015 Business Meeting when all three Commissioners are present. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

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

The motion carried.

**~~Resolution 2014-100/Carryover of FY 2014 Capital Project Funds~~ Pulled**

Chairman Tondee said that because there are questions about Resolution 2014-100, the Board will pull it from today's agenda and revisit the Resolution at the January 5, 2015 Business Meeting.

Commissioner Nelson moved to pull Resolution 2014-100 from today's agenda and bring it to January 5, 2015 Business Meeting. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

Commissioner Nelson: Aye  
Commissioner Green: Excused  
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 adjourned at 2:56 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DAVID STEWART, CHAIRMAN

BY: \_\_\_\_\_  
Mary Enquist, Deputy Clerk

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