

**Minutes of Meeting  
Business Meeting  
March 17, 2015  
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman David Stewart, Commissioner Dan Green and Commissioner Marc Eberlein met to discuss the following agenda items. Also present were Civil Deputy Prosecuting Attorney R. David Ferguson, Legal Assistant Barb Nyquist, Sheriff's Patrol Captain Andrew Boyle, Lieutenant Stuart Miller and Sergeant Kevin Smart, Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Buildings & Grounds Director Shawn Riley, Parks & Waterways Director Nick Snyder, Elections Manager Carrie Phillips, Information Systems Network Administrator Grant Kinsey and Application Systems Manager Matt Snow, District Court Services Manager Nicole Vigil, Administrative Secretary Teri Johnston, and Deputy Clerk Meshell Missler. Also present were Panhandle Area Council Executive Director Wally Jacobson and Accounting Administrator Stephanie Sherman.

- A. Call to Order:** Chairman David Stewart called the meeting to order at 2:03 p.m.
- B. Pledge of Allegiance:** Chairman Stewart led the Pledge of Allegiance.
- C. Approval of Consent Calendar:** Chairman Stewart read the items listed on the Consent Calendar.

**Minutes of Meeting**

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| 02/25/15 | Elected Officials                      |
| 02/25/15 | Department Heads                       |
| 02/26/15 | Transit Request – Simpli Transit       |
| 03/02/15 | Buildings & Grounds Monthly Discussion |
| 03/03/15 | Business Meeting                       |
| 03/03/15 | Request for Discretionary Spending     |
| 03/04/15 | Request for Cancellation of Taxes      |
| 03/04/15 | Old Public Defender's Office Project   |
| 03/04/15 | Clerk Processes Discussion             |
| 03/04/15 | Impact Fee Discussion                  |
| 03/06/15 | Justice Building HVAC Issues           |
| 03/06/15 | NEOGOV Discussion                      |
| 03/09/15 | Community Development Follow-up        |
| 03/10/15 | Indigent Appeal 2014-727               |

**Board Actions**

BOCC Signatures for Indigent Cases 3/5/15 through 3/11/15

Kennel License Renewal/Templinhaus Rottweiler's

Commissioner Green moved to approve the Consent Calendar and Board Actions as printed on the agenda. Commissioner Eberlein seconded the motion. There being no discussion, Deputy Clerk Missler called the roll:

Commissioner Eberlein: Aye  
Commissioner Green: Aye  
Chairman Stewart: Aye

The motion carried.

- D. Payables List:** Chairman Stewart presented the Payables Lists for March 9, 2015 through March 13, 2015 in the amount of \$455,514.46.

Commissioner Green moved to approve the Payables Lists for March 9, 2015 through March 13, 2015 in the amount of \$455,514.46. Commissioner Eberlein seconded the motion. There being no discussion, Deputy Clerk Missler called the roll:

Commissioner Eberlein: Aye  
Commissioner Green: Aye  
Chairman Stewart: 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:**

**Election Canvass/March 10, 2015 School Election/Elections**

Elections Manager Carrie Phillips gave the Board a narrative with the Canvass Actions and Outcomes from the March 10, 2015 School Election. Ms. Phillips requested the Board's approval on the results for each precinct for each school district.

Commissioner Green moved to approve the March 10, 2015 Elections Canvass Actions and Results as presented by Carrie Phillips from the Elections department. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Missler called the roll:

Commissioner Eberlein: Aye  
Commissioner Green: Aye  
Chairman Stewart: Aye

The motion carried.

**Award Bid 2015-03 Janitorial Service/Buildings & Grounds**

Buildings & Grounds Director Shawn Riley said eight bids were received for Janitorial Services; and after review from the Legal department, the lowest responsive bidder was AMB Janitorial Services for \$10,754.14 per month. Mr. Riley requested the Board award the bid to AMB Janitorial Services.

Commissioner Green moved to award the contract to AMB Janitorial Services for the sum of \$10,754.14 for Janitorial Services. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Missler called the roll:

Commissioner Eberlein: Aye  
Commissioner Green: Aye  
Chairman Stewart: Aye

The motion carried.

**Contract/Great Floors/Public Defender/Buildings & Grounds**

Mr. Riley requested the Board’s approval on a contract between the County and Great Floors to provide and install flooring in the old Public Defender building excluding the basement, in the amount of \$14,902.85.

Commissioner Green moved to approve the contract with Great Floors for flooring in the old Public Defender building. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Missler called the roll:

- Commissioner Eberlein: Aye
- Commissioner Green: Aye
- Chairman Stewart: Aye

The motion carried.

**Agreement/Law Enforcement Services/Stateline Speedway/KCSO**

Sheriff’s Patrol Captain Andrew Boyle requested the Board’s approval of a contract between the Sheriff’s office and Stateline Speedway to provide law enforcement services at all Wednesday, Friday and Saturday night scheduled events during the 2015 racing season starting April 15, 2015 through September 2, 2015.

Commissioner Green moved to approve the contract between the Sheriff’s office and Stateline Speedway for deputy services. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Missler called the roll:

- Commissioner Eberlein: Aye
- Commissioner Green: Aye
- Chairman Stewart: Aye

The motion carried.

**Contract/North Idaho Fair/K9 Booth/KCSO**

Sheriff’s Lieutenant Stuart Miller requested the Board’s approval of a contract between the Sheriff’s office and North Idaho Fair to lease a booth space from August 26, 2015 to August 30, 2015 for K-9 demonstrations and fundraising.

Commissioner Green moved to approve the contract between the Sheriff’s office and North Idaho Fair for booth space for the K-9 demonstrations. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Missler called the roll:

- Commissioner Eberlein: Aye
- Commissioner Green: Aye
- Chairman Stewart: Aye

The motion carried.

**Addendum G/Service Level Agreement/Electronic Transactions/Access Idaho/Parks & Waterways**

Parks & Waterways Director Nick Snyder requested the Board’s approval on an Addendum to the Service Level Agreement for Electronic Transactions that will allow Parks & Waterways to be able to take debit and credit card payments.

Commissioner Green moved to approve the Addendum G to the Service Level Agreement with Access Idaho for Electronic Transactions for Parks & Waterways. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Missler called the roll:

- Commissioner Eberlein: Aye
- Commissioner Green: Aye
- Chairman Stewart: Aye

The motion carried.

**Grant Agreement/Idaho Department of Parks & Recreation/Recreational Boating Safety Funds/KCSO/Grants Management Office**

Lieutenant Miller requested the Board's approval of a grant agreement between the Sheriff's office and the Idaho Department of Parks and Recreation (IDPR), which allocates \$112,244 to the County for the recreational boating safety program. The IDPR grant agreement requires a 50% match which is in the annual budget and these matched funds will come out of boater's registration fees.

Commissioner Green moved to approve the grant agreement with IDPR and the Sheriff's office for boating safety funds. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Missler called the roll:

Commissioner Eberlein: Aye  
Commissioner Green: Aye  
Chairman Stewart: Aye  
The motion carried.

**Service Agreement/H & H Business Systems/District Court/Information Systems**

Information Systems Network Administrator Grant Kinsey requested the Board's approval on a Service Agreement between the County and H & H Business Systems for a Service Agreement on a Ricoh multi-functional copier and printer for District Court.

Commissioner Green moved to approve this Service Agreement with H & H Business Systems and District Court. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Missler called the roll:

Commissioner Eberlein: Aye  
Commissioner Green: Aye  
Chairman Stewart: Aye  
The motion carried.

**Addendum to Lease Agreement/Panhandle Area Council/Northwest Bank/Board of Commissioners**

Panhandle Area Council (PAC) Executive Director Wally Jacobson requested the Board's approval on an Addendum to a Lease Agreement between the County and PAC for a land lease. PAC is looking to refinance the loan and the lender is requesting that they assume the lease. Mr. Jacobson said he needs to verify the correct original lease date to be either August 20, 2004 or August 24, 2004 but would like to move forward with the Addendum.

Commissioner Green moved to approve the Addendum to the Lease Agreement giving Inland Northwest Bank the ability to assume the lease and authorize Chairman Stewart to sign once Wally Jacobson of PAC verifies the correct original lease date and references the right document. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Missler called the roll:

Commissioner Eberlein: Aye  
Commissioner Green: Aye  
Chairman Stewart: 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.

Chairman Stewart adjourned the meeting at 2:28 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DAVID STEWART, CHAIRMAN

BY: \_\_\_\_\_  
Meshell Missler, Deputy Clerk

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