

**Minutes of Meeting  
Business Meeting  
September 13, 2016  
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Dan Green and Commissioner Marc Eberlein met to discuss the following agenda items. Also present were Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Staff Accountant Leighanna Ward, Undersheriff Dan Mattos, Lieutenant Joe Jovick, 9-1-1 Communications Services Technician Collin McRoy, Chief Deputy Treasurer Laurie Thomas, Buildings & Grounds (B&G) Director Shawn Riley, Human Resources (HR) Director Skye Reynolds, Generalist-Compliance Cecilia Sweet, Civil Deputy Prosecuting Attorneys R. David Ferguson and Pat Braden, Legal Assistant-Civil Barb Nyquist, Elections Manager Carrie Phillips, District Court Services Manager Nicole Vigil, Parks & Waterways Administrative Assistant Ranell Schwartz, BOCC Administrative Secretary Teri Johnston, and Deputy Clerk Randi Davis. Also present was Idaho Counties Risk Management Program (ICRMP) representative John Goedde. Commissioner David Stewart was excused.

**A. Call to Order:** Chairman Dan Green called the meeting to order at 2:00 p.m.

**B. Pledge of Allegiance:** Chairman Green led the Pledge of Allegiance.

**C. Approval of Consent Calendar:**

**Minutes of Meetings:**

08/31/2016 Fiscal Year 2017 Budget Public Hearing  
09/02/2016 Office of Emergency Management  
09/07/2016 Requests for Cancellation of Taxes

**Board Actions:**

Monthly Settlements and Statement/ August 2016/ Treasurer  
BOCC Signatures for Indigent Cases: 9/1/2016 through 9/7/2016

Commissioner Marc Eberlein moved to approve the Consent Calendar as it appeared on the agenda. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

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

The motion carried.

**D. Approval of Payables List:**

Commissioner Eberlein moved to accept the Payables List for the week of September 5, 2016, through September 9, 2016, in the amount of \$520,143.27 with jury payments of \$382.20. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

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

The motion carried.

**E. Changes to the Agenda:** There were no changes to the agenda.

**F. New Business:**

**Public Hearing: Ordinance 500/ Animal Control**

Civil Deputy Prosecuting Attorney Pat Braden presented Ordinance 500 and said the term “vicious dog” had been changed to “dangerous dog” and “at risk dog.” He stated the terms reflected new changes in state law.

At 2:05 p.m. Chairman Green called for public comment in favor, opposed, or neutral.

No comments were received.

At 2:05 p.m. Chairman Green suggested a motion be made to close the public comment section of the meeting. Commissioner Eberlein so moved. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

Commissioner Stewart: Excused

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

Chairman Green and Commissioner Eberlein supported the adoption of Ordinance 500.

Commissioner Eberlein moved to adopt Ordinance 500/ Animal Control. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

Commissioner Stewart: Excused

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

**Approve Ballot Order/ Resolution 2016-102 Designate Polling Places/ November 8, 2016 Presidential Election/ Elections**

Elections Manager Carrie Phillips requested approval of the ballot order and polling places for the November 8, 2016, Presidential Election. She said Precinct 50 would vote at the same location as Precincts 48 and 49.

Commissioner Eberlein moved to approve the Ballot Order/ Resolution 2016-102 Designate Polling Places for the November 8, 2016 Presidential Election. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

Commissioner Stewart: Excused

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

Treasurer Steve Matheson entered the meeting at 2:07 p.m.

Chief Deputy Clerk Pat Raffee and Ms. Phillips exited the meeting at 2:08 p.m.

**2016-2017/ ICRMP Insurance Policy Renewal/ HR**

HR Director Skye Reynolds presented the ICRMP insurance policy renewal. She said the total cost of the policy was \$733,250, and 50% was due on October 1, 2016. She added the remaining 50% of the balance was due April 1, 2017. Ms. Reynolds pointed out that the only signature required was on the declination of the terrorism coverage that would add \$142,854 to the total cost. Chairman Green supported declining the terrorism coverage.

Commissioner Eberlein moved to approve the 2016-2017 ICRMP Insurance Policy Renewal, and to appoint Chairman Green to sign the declination of terrorism coverage. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

Commissioner Stewart: Excused

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

Ms. Reynolds and HR Generalist-Compliance Cecilia Sweet exited the meeting at 2:08 p.m.

**Request/ Certification of Yield & Deferred Taxes/ Treasurer**

**Request/ Certification to 2016 Property Tax Roll/ Omitted Occupancy/ Treasurer**

**Request/ Certification to 2016 Property Tax Roll/ Inactive Real Parcels/ Treasurer**

**Request/ Certification to 2016 Property Tax Roll/ Taxing Districts/ Treasurer**

Chairman Green read the above items into the record. Chief Deputy Treasurer Laurie Thomas discussed delinquent yield and deferred taxes and requested approval to certify them to the 2016 property tax roll. She discussed the omitted occupancies and said they were a total of \$44,733.34, for homeowners that occupied properties not included on the tax roll for 2015 and 2016. Ms. Thomas said the inactive real properties were either platted into a subdivision and original taxes went unpaid, or they were parcels that were requested to be combined with other parcels, with the original parcel bill unpaid. She went on to say that 18 taxing districts were requesting the County certify delinquent water and sewer bills.

Commissioner Eberlein moved to authorize certification of items 4, 5, 6, and 7: Yield and Deferred Taxes, Omitted Occupancy, Inactive Real Properties, and Taxing Districts. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

Commissioner Stewart: Excused

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

**Contract/ Multi-Bank Securities/ Treasurer**

**Contract/ Vining Sparks/ Treasurer**

**Contract/ Piper Jaffray/ Treasurer**

Chairman Green read the above items into the record. Treasurer Matheson presented three new broker contracts between the County and three firms: Multi-Bank Securities, Vining Sparks, and Piper Jaffray. He said the County would have a total of five authorized brokers upon the Board's approval. Chairman Green asked if there were any other contracts that were not being renewed, and Treasurer Matheson confirmed there were two.

Commissioner Eberlein moved to approve items 8, 9, and 10: Contracts with Multi-Bank Securities, Vining Sparks, and Piper Jaffray. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

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

The motion carried.

Treasurer Matheson, Ms. Thomas, and Mr. Braden exited the meeting at 2:15 p.m.

**Agreement/ Law Enforcement Services/ Silverwood/ KCSO**

Lieutenant Joe Lovick presented an agreement between the County and Silverwood Theme Park to provide law enforcement services from two deputies during the Scarywood events on Thursday, Friday, and Saturday nights from September 30 through October 29, 2016. He said Silverwood would reimburse the County for the deputies' overtime pay.

Commissioner Eberlein moved to approve the Agreement/ Law Enforcement Services/ Silverwood. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

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

The motion carried.

**Renewal/ Memorandum of Understanding (MOU)/ Microwave Trunk Usage/ Idaho Military Division, Public Safety Communications/ KCSO/9-1-1**

9-1-1 Communications Services Technician Collin McRoy requested approval to renew the MOU between the County (KSCO) and the Idaho Military Division concerning the use of the state microwave trunk.

Commissioner Eberlein moved to approve the renewal of the MOU/ Microwave Trunk Usage/ Idaho Military Division, Public Safety Communications. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

Commissioner Stewart: Excused

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

**Agreement/ Killarney Mountain System Upgrade/ Motorola/ KCSO/ 9-1-1**

Mr. McRoy presented a purchase order for new upgraded equipment for the Killarney Mountain System. He said the equipment needed to be purchased by October 3, 2016, so it could be installed before the site became inaccessible for the winter. Chairman Green asked Civil Deputy Prosecuting Attorney R. David Ferguson whether the Board could sign a purchase order that would use FY2017 funding before FY2017 began. Mr. Ferguson confirmed the Board could sign it because it was approved in the FY2017 budget, and the funds would not be expended until the new fiscal year began.

Commissioner Eberlein moved to approve the Agreement/ Killarney Mountain System Upgrade/ Motorola/ KCSO/ 9-1-1. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

Commissioner Stewart: Excused

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

**Service Agreement/ Time Equipment Company/ District Court**

District Court Services Manager Nicole Vigil presented a service agreement between the County (District Court) and Time Equipment Company in the amount of \$550 for maintenance on five file stamp time-keeping machines. She said the agreement would begin on November 1, 2016 for a one year term.

Commissioner Eberlein moved to approve the Service Agreement/ Time Equipment Company/ District Court. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

Commissioner Stewart: Excused

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

Ms. Vigil exited the meeting at 2:19 p.m.

**Contract/ Engineering Services/ Welch Comer & Associates/ B&G**

B&G Director Shawn Riley presented a contract between the County and Welch Comer Associates in the amount of \$24,800 for engineering services on paving of the Administration Annex building parking lot and gravel lot.

Commissioner Eberlein moved to approve the Contract/ Engineering Services/ Welch Comer & Associates/ B&G. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

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

Mr. Riley exited the meeting at 2:21 p.m.

**Requests for Reimbursement #1/WW17-1-28-1/ Hauser Dock Replacement Project/ Parks & Waterways**

Parks & Waterways Administrative Assistant Ranell Schwartz presented Idaho State Parks' first request for reimbursement of grant money used for the Hauser Dock Replacement Project. Commissioner Eberlein asked how many Commissioner signatures were required, and Ms. Schwartz confirmed only one was needed.

Commissioner Eberlein moved to appoint Chairman Green to sign the Requests for Reimbursement #1/WW27-1-28-1/ Hauser Dock Replacement Project/ Parks & Waterways. Chairman Green clarified the grant was WW17-1-28-1. Commissioner Eberlein amended his motion. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

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

**Resolution 2016-101/ Deletion of Assets/ Office of Emergency Management (OEM)**

Staff Accountant Leighanna Ward requested approval of the deletion of nine OEM capital assets that were no longer in use from the County's capital asset inventory.

Commissioner Eberlein moved to approve Resolution 2016-101. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Davis called the roll:

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

Chairman Green adjourned the meeting at 2:24 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: \_\_\_\_\_  
Randi Davis, Deputy Clerk

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