

# **Bonner County**

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## **Board of Commissioners**

Lewis Rich

Cornel Rasor

Mike Nielsen

### **MINUTES FOR THE BONNER COUNTY BOARD OF COMMISSIONERS' MEETING**

August 2, 2011 - 8:45 AM

Bonner County Administration Bldg.

Third Floor Conference Room

1500 Hwy 2, Suite 308, Sandpoint, ID

On Tuesday, August 2, 2011 the Bonner County Commissioners met for their regularly scheduled meeting with all three Commissioners present.

#### **CALL TO ORDER**

Chairman Lewis Rich called the meeting to order at 8:45 a.m.

#### **INVOCATION**

Commissioner Cornel Rasor presented the Invocation in the absence of the scheduled Pastor.

#### **PLEDGE OF ALLEGIANCE**

#### **ADOPT ORDER OF THE AGENDA**

Chairman Rich requested to remove June 28, 2011 meeting minutes from the agenda.

Commissioner Rasor made a motion to approve the Order of the Agenda, as amended. Commissioner Nielsen seconded the motion. All in favor. The motion passed.

#### **MEETING UPDATES**

**Commissioner Rasor:** Commissioner Rasor attended a Panhandle Health District meeting and presented the following updates:

- Reviewed budget and a copy is available
- National Association of Local Boards of Health annual conference will be in Coeur d'Alene
- One of the new training rooms at PHD has been named after Bonner County

**Commissioner Nielsen:** Commissioner Nielsen attended a Priest River Airport Board meeting presented the following updates:

- Finished all the work in partial G
- Asphalt repair – ready to do crack sealing
- Corrie Siegford, of E-S Engineering to talk to FAA
- Discussed Budget
- Painting to be done in August
- Fly in on Saturday, September 17, 2011.

**Commissioner Rich:** Commissioner Rich attended the Fair board meeting and presented the following updates:

- Improvements for the RV campground
- Going ahead with grant monies to pave and do further improvements
- Fair board had the selection process for fair royalties and met a few of the kids

#### **CONSENT AGENDA**

- 1) Approval of Public Hearing Minutes of July 13, 2011.
- 2) Approval of Bonner County Commissioners' Minutes for June 21, 2011, and July 5,

Commissioner Rasor made a motion to approve the Consent Agenda as amended. Commissioner Nielsen seconded the motion. All in favor. The motion passed.

#### **EMERGENCY MANAGEMENT – Bob Howard**

- 1) Updates on Staff, Projects and Department.

Director Bob Howard presented updates on staff, projects and the department as follows: Presented a copy of the Bureau of Homeland Security elected officials manual to the Board, the 2012 grant application is ready to submit, grant report for 2008 SHSP will be closed out at end of this month. All equipment must be received by end of month and Director Howard was asked by Commissioner Nielsen to follow up with a phone call to make sure this happens. Director Howard provided information on 2009-2010 grant periods of service, an amended draft for NIMS Training Standards, a training plan and an exercise plan for next year.

#### **PLANNING & ZONING – Clare Marley**

- 1) Discussion/Decision Regarding Time Extension Request, File S1617-09 - The Homesteads at Poster Meadows

Commissioner Rasor made a motion to grant a 2 year extension for The Homesteads at Poster Meadows, File S1617-09 to September 2, 2014. Commissioner Nielsen seconded the motion. All in favor. The motion passed.

- 2) Discussion/Decision Regarding Time Extension Request, File S1483-07 – Upland Acres

Commissioner Rasor made a motion to approve a final time 2 year extension for Upland Acres, File S1483-07 to September 12, 2013. Commissioner Nielsen seconded the motion. All in favor. The motion passed.

- 3) Discussion/Decision Regarding Time Extension Request, File S1246-05 – Golden Tee Estates, 7<sup>th</sup> and 8<sup>th</sup> Additions, Surety Agreement of Improvements

Commissioner Rasor made a motion to approve the surety agreement extension upon receipt of the renewed bond approved by Treasurer, Cheryl Piehl and signature of the applicant, Mr. Charles Reeves, and authorize the Chair to sign administratively for Golden Tee Estates, File S1246-05 to August 28, 2013. Commissioner Nielsen seconded the motion. All in favor. The motion passed.

- 4) Discussion/Decision Regarding Fee Waiver Request, File BLP2011-0251 - Idaho Department of Fish and Game

Commissioner Nielsen made a motion to waive the \$385 building location permit fee for the Idaho Department of Fish and Game application. Commissioner Rasor seconded the motion. All in favor. The motion passed.

- 5) Updates on Staff, Projects and Departments

Director Clare Marley presented departmental updates including 2 Planning Commission members whose terms will expire October 1, 2011. We will bring forward a resolution to the board to reappoint Barbara Shaffer and advertise the vacancy for the District 3 position.

#### **911 DISPATCH – Marcus Robbins**

- 1) Updates on Staff, Department, Calls and
- 2) Projects E-911 Updates

Director Marcus Robbins presented the following updates: Attempted to install the VHF channel in Clark Fork but had faulty equipment; and the State of Idaho is holding off until 2012 to replace a building on Schweitzer.

#### **BUILDINGS AND GROUNDS – Ed Buzbee**

- 1) Discussion/Decision Regarding Assessment of DMV Parking Lot.

Commissioner Nielsen made a motion to authorize Building Superintendent Ed Buzbee to continue the inspection process, with upper limit not to exceed \$3000. Commissioner Rasor seconded the motion. All in favor. The motion passed.

#### **EMS – Rob Wakeley**

- 1) Updates on Staff, Department, Calls and Projects.

Chief Wakeley presented updates on staff, the department, calls and projects as follows: Met with all 5 Sagle Fire Commissioners and the Fire Chief regarding a proposal to split his crew between Sagle and Carewood, Clark Fork received a grant to purchase a new ambulance; and EMS will participate with Search and Rescue in ROPES training.

#### **MISCELLANEOUS BUSINESS**

- 1) Discussion/Decision Regarding Selection of Firm for Financial Audit Services for Fiscal Year October 1, 2010 through September 30, 2011.

Commissioner Nielsen made a motion to accept the DMT bid to become Bonner County's CPA firm for fiscal year 2011 audit. Bid amount for fiscal year ending September 20, 2011 - \$43,980, the bid also included figures for FY 2012 - \$44,900 and FY 2013 - \$45,800. Commissioner Rasor seconded the motion. All in favor. The motion passed.

- 2) Discussion/Decision Regarding Acceptance of 2010 Revised Audit from LarsonAllen, LLP.

Commissioner Nielsen made a motion to accept the revised edition of the 2010 audit from LarsonAllen, LLP. Commissioner Rasor seconded the motion. All in favor. The motion passed.

- 4) Discussion/Decision Regarding Adjustment of 2011 Justice Fund – Prosecutor’s Office Expenditure Budget for VAST

Commissioner Rasor made a motion to approve Resolution 11-66 authorizing receipt of donations for VAST in the amount of \$4,401.56 and \$2,410.40. Commissioner Nielsen seconded the motion. All in favor. The motion passed.

- 3) Discussion/Decision Regarding Memorial Garden at Bonner County Administration Bldg. – ABCE/Chris Quayle

Commissioner Rasor made a motion to approve and authorize ABCE to place a Memorial Garden at the Bonner County Administration building in memory of Steve Browning. Commissioner Nielsen seconded the motion. All in favor. The motion passed.

- 5) Discussion/Decision Regarding Possible Lease Option for Calvary Chapel

Commissioner Rasor made a motion to pursue further information based on guidelines presented. Commissioner Nielsen seconded the motion. All in favor.

**JUSTICE SERVICES – Debbie Stallcup**

- 1) Discussion/Decision Regarding User Fees with City of Sandpoint for Bonner County Juvenile Justice Center

Director Stallcup presented permit fees to the Board and they asked her to check with the City Council and request if the User Fees could be waived.

**PERSONNEL – Pam Allen**

- 1) Recruitment, New Hires, Change of Status.

Human Resources Director Pam Allen presented 2 hire sheets (rehires) for temporary part time help for the Fair Grounds, presented a finalized job description for a Paralegal Program Manager position and is ready to post the position, and is also ready to post a Deputy Coroner on-call position. Director Allen is currently looking at destroying personnel records that have met the retention schedule to free up office space.

- 2) Discussion/Decision Regarding Destruction of Miscellaneous Records – Resolution

Commissioner Rasor made a motion to approve Resolution 11-67 authorizing the destruction of miscellaneous records for Human Resource. Commissioner Nielsen seconded the motion. All in favor. The motion passed.

There was discussion regarding personal vehicle being driven while on county time. It was stated when an employee is asked to use their own vehicle for County business their private vehicle insurance is in first position.

Commissioner Nielsen requested that Director Allen bring back to next weeks meeting changes to the County's Drug Policy testing and payment.

3) Discussion/Decision Regarding Payment of Unused Vacation Time for Staff at Fairgrounds

Commissioner Nielsen made a motion to approve payment of unused vacation time for staff at Fairgrounds. Commissioner Rasor seconded the motion. All in favor. The motion passed.

Commissioner Nielsen made a motion to approve 2 part time positions for the Fair Board as presented. Commissioner Rasor seconded the motion. All in favor. The motion passed.

Commissioner Rasor moved to approve the Paralegal Management position effective August 1, 2011. Commissioner Nielsen seconded the motion. All in favor. The motion passed.

At 11:10 a.m. Commissioner Rasor made a motion to enter into an Executive Session under Idaho Code §67-2345(B) **Personnel/Compensation Issues** with Director Pam Allen. Commissioner Nielsen seconded the motion. All in favor: Roll Call: Commissioner Nielsen, Aye; Commissioner Rich, Aye; Commissioner Rasor, Aye. The motion passed

At 11:22 a.m. Commissioner Rasor made a motion to adjourn the Executive Session and reconvene the regular business meeting. Commissioner Nielsen seconded the motion. All in favor. The motion passed.

Commissioner Rasor made a motion to approve the new position of Financial Officer, which will be exempt at a salary range depending on experience. Commissioner Nielsen seconded the motion. All in favor. The motion passed.

**JUSTICE SERVICES CONTINUED – Debbie Stallcup**

Director Stallcup met with Darleen Edwards to discuss the User Fees and was told the City cannot and will not waive the fees, requested to get on the City Council agenda was denied. Director Stallcup also stated that Justice Services is still waiting for a building permit to be issued by the City.

Commissioner Nielsen made a motion to make payment for the User Fees owed to the City and follow up with a letter drafted by Director Stallcup and signed by the Chair requesting a hearing with the City Council regarding a waiver of the fees and time the letter to be sent after the building permit is received. Commissioner Rasor seconded the motion. All in favor. The motion passed.

At 11:32 a.m. Commissioner Rasor made a motion to enter into an Executive Session under Idaho Code §67-2345(B) **Personnel/Contracts** with Scott Bauer. Commissioner Nielsen seconded the motion. All in favor: Roll Call: Commissioner Nielsen, Aye; Commissioner Rasor, Aye; Commissioner, Aye. The motion passed.

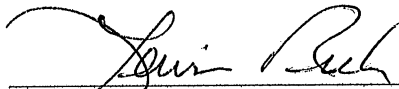
At 11:50 a.m. Commissioner Nielsen made a motion to adjourn the Executive Session and reconvene the regular business meeting. Commissioner Rasor seconded the motion. All in favor. The motion passed.

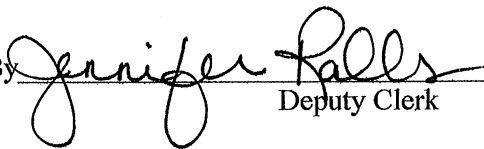
There being no further business to come before the meeting, at 11:53 a.m. Commissioner Nielsen made a motion to adjourn the business meeting. Commissioner Rasor seconded the motion. All in favor. The motion passed.

On Wednesday, July 20, 2011, Treasurer Cheryl Piehl met with the Board to discuss the following files:  
**Approved:** RP04355000010A (2006-2011), RP60N05W244621A (2010), RP014630060150A (2010).  
**Denied:** PP04355000010A (2010), RP56N02W136775A (2010), RPD0791000001AA (2010), MH56N01E18720NA (2010).

On Wednesday, July 27, 2011, Assistance Director Kevin Rothenberger met with the Board to discuss the following files: **Approved:** 2011-143 (Suspended Case), 2011-175 (Appealed Case), 2011-233 (Appealed Case). **Denied:** 2011-118 (Appealed Case), 2011-184 (Appealed Case), 2011-255.

ATTEST” Marie Scott, County Clerk

  
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Lewis Rich, Chairman

By   
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Deputy Clerk