

Minutes of Meeting
Business Meeting
July 11, 2023
2:00 p.m.

The Kootenai County Board of Commissioners: Chair Pro Tem Mattare and Commissioner Bill Brooks met to discuss the following agenda items. Also present were Clerk Jennifer Locke, Chief Deputy Clerk Grace Blomgren, Court Services Director Kally Young, Finance Director Brandi Falcon, Staff Accountant – Budget Arrow Gidney, Chief Deputy Treasurer Jill Smith, Treasury Specialist Kelly Wuest, Treasury Specialist Amy Sweet, Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder, Buildings and Grounds Operations Manager Greg Manley, KCSO Lieutenant William Klinkefus, Office of Emergency Management (OEM) Administrative Assistant Andrea Littlefield, Human Resource Generalist - Employee Relations Dorothy Cross, Civil Deputy Prosecuting Attorney R. David Ferguson, BOCC Communications Coordinator Jonathan Gillham, and Deputy Clerk Rosanna Santiago. Also present were Longwell Trapp Architects Representative Cory Trapp and Kootenai County Resident John Padula. Chair Leslie Duncan was excused. Ms. Sweet and Ms. Littlefield were present via teleconference.

A. Call to Order: Chair Pro Tem Bruce Mattare called the meeting to order at 2:00 p.m.

B. Moment of Silence

C. Pledge of Allegiance: Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder led the Pledge of Allegiance.

D. Changes to the Agenda: (Action):

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 changes to the agenda.

E. Approve Meeting Minutes (Action)

06/14/2023	FY24 Budget Deliberations Meeting
06/15/2023	Human Resources Minutes
06/20/2023	Airport Minutes
06/20/2023	Commissioners' Status Update Minutes
06/20/2023	Business Meeting

Commissioner Bill Brooks moved that the Board approve items one through five, the submitted minutes. Chair Pro Tem Mattare seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks:	Aye
Chair Pro Tem Mattare:	Aye
Chair Duncan:	Excused

The motion carried.

F. Approve Consent Calendar (Action)

Assessor Valuation Amendment A
Assessor Valuation Amendment B
Assessor Valuation Amendment
Assessor Yield Tax Charge Correction
Amendment to Established Market Value
HARSB Payment Forms for: J-U-B Engineering/TML/HD Fowler/PAC/Westech/Hayden
Heating/Taurus Power JTL Engineering/HUBER/Aqua Engineering/City Costco Visa
Human Resources PAF/SCF Report for 2023 PP15 Week 1

Chair Pro Tem Mattare moved that the Board approve items six through twelve on the agenda, the Consent Calendar. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Mattare: Aye
Chair Duncan: Excused

The motion carried.

G. Approve Payables List (Action)

Commissioner Brooks moved that the Board accept the Payables List for the week of July 3, 2023 through July 7, 2023 in the amount of \$357,828.03, with no jury payments. Chair Pro Tem Mattare seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Mattare: Aye
Chair Duncan: Excused

The motion carried.

H. Business:

Bid-Opening Bid#2023-06 /Spokane Point Dock Replacement /Parks & Waterways (Action)

Chair Pro Tem Mattare opened the one bid that had been received. The bid was from Jason Garvey at StanCraft Marine Construction for a total bid amount of \$181,800.

Chair Pro Tem Mattare moved that the Board approve the receipt of the bids and forwarded to Parks & Waterways and Legal for review and recommendation. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Mattare: Aye
Chair Duncan: Excused

The motion carried.

Board Approval Request: Request to record 2019 Tax Deed / Treasurer (Action)

Treasury Specialist Kelly Wuest requested the Board's approval for the Treasurer to issue and record Kootenai County Tax Deeds for the remaining unpaid 2019 Tax Year Parcels.

Commissioner Brooks moved that the Board approve the request of the Treasurer's Office to record 2019 Tax Deeds. Chair Pro Tem Mattare seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Mattare: Aye
Chair Duncan: Excused

The motion carried.

Mr. Snyder exited the meeting at 2:05 p.m.

Contract for Services 21HFR-03 Hazard Fuel Treatment / The American Firefighter Company / Boyles / Office of Emergency Management (Action)

Office of Emergency Management Administrative Assistant Andrea Littlefield requested the Board's approval for the contracted services for the Hazardous Fuel Treatment for the 21HFR Fire Smart Grant with the American Firefighter Company in the amount of \$4,500.

Chair Pro Tem Mattare moved that the Board approve the contract for services 21HFR-03 for Hazard Fuel Treatment with the American Firefighter Company in the amount of \$4,500 with the Office of Emergency Management. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Mattare: Aye
Chair Duncan: Excused

The motion carried.

Board Approval Request: Spending of Donated Funds / Office of Emergency Management (Action)

Ms. Littlefield informed the Board that they had received a \$1,000 donation from the Northwest Specialty Hospital for OEM's upcoming Passport to Preparedness event. This event will help educate people on emergency preparedness and she requested the Board's approval to utilize the donated funds for advertising, food, raffle prizes and other items.

Commissioner Brooks moved that the Board approve the request to spend the donated funds for OEM. Chair Pro Tem Mattare seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Mattare: Aye
Chair Duncan: Excused

The motion carried.

Board Approval Request: Airport New Part-Time Position / Treasurer (Action)

HR Generalist/Employee Relations Dorothy Cross reminded the Board that this issue had been discussed at the last HR meeting. She said that Interim Airport Director Phil Cummings would be moved from a management position to a new part-time position for a maximum of one year.

Chair Pro Tem Mattare moved that the Board approve the request for the New Part-Time Position at the Airport as per HR's request. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Mattare: Aye
Chair Duncan: Excused

The motion carried.

Kootenai North Contract for Schematic Design / Longwell Trapp Architects / Sheriff (Action)

KCSO Lieutenant William Klinkefus requested the Board's approval for a contract with Longwell Trapp Architects in the amount of \$21,000. He explained this was for electrical drawings in the Kootenai North location and that the contract had been reviewed by Legal.

Commissioner Brooks moved that the Board approve the Kootenai North Contract for Schematic Design by Longwell Trapp Architects for the Sheriff's Office. Chair Pro Tem Mattare seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Mattare: Aye
Chair Duncan: Excused

The motion carried.

Resolution 2023-62 / Surplus Equipment/Asset Deletion District Court / District Court Clerk/Judicial (Action)

Court Services Director Kally Young requested the Board's approval for the removal of outdated equipment from the District Court's inventory.

Commissioner Brooks moved that the Board approve Resolution 2023-62 Surplus Equipment/Asset Deletion from the District Court and District Court Clerk's Office. Chair Pro Tem Mattare seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks: Aye
Chair Pro Tem Mattare: Aye
Chair Duncan: Excused

The motion carried.

Status Update Pending Items (Discussion)

Facilities Expansion

Chair Pro Tem Mattare stated that he had received no additional information.

Impact Fees

Commissioner Brooks said that he was able to secure a meeting with the Mayor of Hayden and Sheriff Bob Norris and that meeting would be scheduled for next week.

Prosecuting Attorney Office Immediate Space Need

Chair Pro Tem Mattare stated that he had received no additional information.

Jail Pods

Chair Pro Tem Mattare stated that he had received no additional information.

- I. Public Comment (Discussion):** 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.

Finance Director Brandi Falcon asked what funding source would be used for Item #19, the Longwell Trapp Architects Contract and if this cost was the same as referenced in prior Board Meetings held on June 13th and June 20th of this year.

Chair Pro Tech Mattare said that Item #19 was the item that had been addressed at those meetings.

- J. Adjournment (Action):** Chair Pro Tech Mattare adjourned the meeting at 2:12 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Rosanna Santiago, Deputy Clerk