

**COMMISSIONERS' PROCEEDINGS**  
**Week of June 25, 2007**

Commissioners Tom S. Stroschein, John A. "Jack" Nelson, and Jennifer Barrett met in regular session on Monday, June 25, 2007 and again on Wednesday, June 27, 2007 the following actions were taken:

By Motion and Order, open as a Board of Equalization at 9:00 a.m. on Monday, June 25, 2007 until Monday, July 9, 2007.

Approved, signed and filed the Commissioners' Proceedings for the Week of June 18, 2007.

Approved, signed and filed a Taxpayer's Adjustment by Milena Stoszek, Parcel Number RP40N05W282408A; cancellation in the amount of \$156.58 due to 1-acre being incorrectly assessed as commercial use.

Approved, signed and filed a Taxpayer's Adjustment for JEMCA LLC, Parcel Number RPM09950089991A; cancellation in the amount of \$4.11 as property was dedicated to the City of Moscow.

Approved, signed and filed a Taxpayer's Adjustment for JEMCA LLC, Parcel Numbers RPM09950089992A; cancellation in the amount of \$4.11 as property was dedicated to the City of Moscow.

By Motion and Order, signed Ordinance #278, Latah County Land Use Ordinance Amendment "Sharpe Rezone" (RZ #742) changing the zone classification for a 15,000 square foot parcel of land from Agriculture-Forest (A/F) to Suburban Residential (SR).

By Motion and Order, approved the Chair's signature on the final short plat by Gerardo Alvarez (SP 736), to create on lot of .95-acres.

By Motion and Order, approved the following Latah County Personnel Policy Handbook changes:

1. Page 13: 6.3.15. *...every employee who is either arrested or charged with any criminal offense, excluding non-work related traffic infractions, shall give prompt notice to his/her supervisor or elected official in such form as the supervisor or elected official may require.*
2. Page 21: 7.3.13. *...Every employee who receives compensation from the State Insurance Fund for on-the job injuries shall give written notification to the County payroll clerk (Clerk/Auditor's Office) within ten (10) days of each receipt, and each notification shall include the date the compensation was paid and the amount of compensation received.*
3. Page 21a: [the insertion of new page because of spacing].
4. Page 36: 8.3.3.3.1.2. the addition of *...or his/her designee. . .*
5. Pages 38: the addition of new section 8.3.5. *Confidentiality of Personnel Actions. Subject to any requirements of law, personnel investigation materials, including reports, shall be confidential and available to the same extent as personnel file*

*contents provided, however, that the responsible elected official/department head may share the results of a personnel investigation with a complaining party if he/she deems such to be appropriate after consultation with the Prosecuting Attorney's Office and with the admonishment that personnel matters are*

6. Page 38a [Section 8.3.5 continued]. . .*confidential. Any such disclosure shall not be deemed a public disclosure under applicable public records laws, and all existing exemptions from public disclosure are reserved.*
7. Appendix A: the removal of "At Will" Employee Position "*Prosecutor's Investigator*"
8. Appendix B: the addition of FLSA Exempt Employee Position "Sheriff's Office Chief Deputy" and change FLSA Exempt Employee Position "*Systems Analyst*" to "*Systems Administrator*"
9. Appendix M: the revised *Latah County Courthouse Emergency Evacuation Plan* Effective date July 1, 2007.

By Motion and Order, approved the Chair's signature on the Idaho Department of Commerce & Labor Idaho Gem Grant Contract #IGG 07-II-15 between Idaho Commerce and Labor and Latah County for the Hoodoo Water and Sewer District Sewer Improvements Project.

Signed and filed fully executed Certified Local Government Letter of Agreement between Latah County and Suzanne Julin for the multiple Property Documentation of Agricultural Buildings in Latah County for the National Register of Historic Places.

Signed and filed Payments in Lieu of Taxes (PILT) to Latah County for Fiscal Year 2007.

Signed and filed Separation From Employment for Chris Nicholson, Associate Planner, Planning and Building, Department 11, Line 02, effective June 6, 2007.

Approved, signed and filed a request for Tuition Aid to North Idaho College on behalf of Jamie Scott.

By Motion and Order, approved and signed Building Permit Application; 1) application is to replace the ceiling in Courtroom 2 for the Courtroom 2 remodel project; 2) approve Richard Wallace, Acoustics Specialist as the Contractor; 3) waive the building permit fee.

By Motion and Order, take the necessary steps to proceed to public auction for County surplus items, date set to be July 14, 2007 at the Commercial Building of the Latah County Fairgrounds.

By Motion and Order, sitting as a Board of Equalization approve the renewals of property tax exemption for TY2007 as follows:

- 1) pursuant to Idaho Code 63-602C for: Gamma Theta, Parcel Number RPM01900010070A; Kappa Delta Housing Corp. (Delta Chi Fraternity), Parcel Number RPM0190001004A; Paradise Lodge 17 - AF&AM, Parcel Number RPM10400010060A with a 50% exemption; Kendrick Grange, Parcel Number RPK14500140120A; Theta Chi, Parcel Number LRM1050001009AA; Smilemakers International Inc, Parcel Numbers RPM2600060040A and PP9001A; Mountain Home Grange #285, Parcel Number RP42N05W039000A; Princeton Community Club, Parcel Number RP41N04W091655A;
- 2) pursuant to Idaho Code 63-602B for: Zion Lutheran Church, Parcel Number

RPJ1390003015AA; Presbytery of the Inland Northwest, Parcel Number RPP1520038004AA; Church of God, Parcel Numbers RPM07400020010A, RPM07400020020A, RPM07400020030A, RPM07400020040A, RPM0740002005AA; New St. Andrews College, Parcel Numbers RPM0680004007AA (82.7% exempt) and RPM06800040080A; Christ Church, Parcel Number RPM0001006001AA, 92% exempt; Mountain View Ministries Inc, Parcel Number RPM00000197070A; Christ Church, Parcel Number RPM0001006001AA;

- 3) pursuant to Idaho Code 63-602B and C for Open Door Pregnancy Center, Parcel Number RPM054000C006AA for units A & B.

Approved, signed and filed a Renewal of Property Tax Exemption by Gamma Theta, Parcel Number RPM01900010070A; 63-602C for tax year 2007.

Approved, signed and filed a Renewal of Property Tax Exemption by Kappa Delta Housing Corp. (Delta Chi Fraternity), Parcel Number RPM0190001004A; 63-602C for tax year 2007.

Approved, signed and filed a Renewal of Property Tax Exemption by Paradise Lodge 17 - AF&AM, Parcel Number RPM10400010060A; 50% exempt under 63-602C for tax year 2007.

Approved, signed and filed a Renewal of Property Tax Exemption by Kendrick Grange, Parcel Number RPK14500140120A; 63-602C for tax year 2007.

Approved, signed and filed a Renewal of Property Tax Exemption by Theta Chi, Parcel Number LRM1050001009AA; 63-602C for tax year 2007.

Approved, signed and filed a Renewal of Property Tax Exemption by Smilemakers International, Inc., Parcel Number RPM02600060040A, PP9001A; 63-602C for tax year 2007.

Approved, signed and filed a Renewal of Property Tax Exemption by Mt. Home Grange #285, Parcel Number RP42N05W039000A; 63-602C for tax year 2007.

Approved, signed and filed a Renewal of Property Tax Exemption by Princeton Community Club, Parcel Number RP41N04W091655A; 63-602C for tax year 2007.

Approved, signed and filed a Renewal of Property Tax Exemption by Zion Lutheran Church, Parcel Number RPJ1390003015AA; 63-602B for tax year 2007.

Approved, signed and filed a Renewal of Property Tax Exemption by Presbytery of the Inland Northwest, Parcel Number RPP1520038004AA; 63-602B for tax year 2007.

Approved, signed and filed a Renewal of Property Tax Exemption by Church of God, Parcel Numbers RPM07400020010A, RPM07400020020A, RPM07400020030A, RPM07400020040A, RPM0740002005AA; 63-602B for tax year 2007.

Approved, signed and filed a Renewal of Property Tax Exemption by New St. Andrews College, Parcel Numbers RPM0680004007AA, RPM06800040080A; 63-602B for tax year 2007. Parcel Number RPM0680004007AA is 82.7% exempt.

Approved, signed and filed a Renewal of Property Tax Exemption by Mountain View Ministries Inc., Parcel Numbers RPM00000197070A, RPM00000197090A, RPM0396000002BA; 63-602B for tax year 2007.

Approved, signed and filed a Renewal of Property Tax Exemption by Christ Church, Parcel Number RPM0001006001AA; 92% exempt under 63-602B for tax year 2007.

Approved, signed and filed a Renewal of Property Tax Exemption by Open Door Pregnancy Center, Parcel Number RPM054000C006AA; 63-602B & C for Units A & B for tax year 2007.

By Motion and Order, sitting as a Board of Equalization in regards to a Request for Property Tax Exemption on behalf of Morning Star Rebekah Lodge #68, Parcel Number RPD1280016001BA, approved the renewal of property tax exemption for tax year 2007 pursuant to Idaho Code 63-602C.

By Motion and Order, sitting as a Board of Equalization, having held an in the matter of a Request for Property Tax Exemption by Rafco7 LLC, Parcel Number RPT15700040010A deny said exemption for tax year 2007. Ownership is not a qualified non-profit corporation.

By Motion and Order, sitting as a Board of Equalization, in regards to Rafco7 LLC, Parcel Number RPT1570004001AA adjusted total assessed value to \$50,000 for tax year 2007 based on extensive damage done by vandalism.

By Motion and Order, sitting as a Board of Equalization in the matter of a Protest of Valuation by Eric Alsterlund, Parcel Number RP41N06W244794A; questionable domestic water, will adjust utility value due to lack of water by \$2500, due to no easement and no well.

By Motion and Order, sitting as a Board of Equalization in the matter of a Protest of Valuation by Lynn Espy, Parcel Number RPP15200150030A; upheld the assessed value of \$34,290 for tax year 2007.

By Motion and Order, pursuant to Idaho Code 67-2345 (1) (d), convened in executive session at 9:10 a.m. on June 27, 2007, to discuss records that are exempt from public inspection, Indigent. Adjourned at 9:30 a.m.; four cases were approved and no cases were denied.

Signed and filed ICRMP claim report dated June 22, 2007.

By Motion and Order, approve 2004 Homeland Security Grant money previously designated for exercise training, now authorized for purchase of equipment, authorized that the approximately \$43,000 be used for law enforcement equipment.

Approved, signed and filed a request to hire Timothy Smith, Project/GIS Specialist, Planning and Building, Department 11, Line 13, effective June 25, 2007.

Approved, signed and field a one year incremental increase for Craig Riehle, Deputy Assessor, Deed Processor; Assessor, Revaluation; Department 02A, Line 02, effective June 1, 2007.

By Motion and Order, approved waiving the Plan Review Fee and 35% of the County portion of the Building Permit Fee for the Washington, Idaho, and Montana Railway History Preservation Group, in the amount of \$1,426.75.

By Motion and Order, approved the following Latah County Personnel Policy Handbook change:

1. Page 27: [to have the last sentence to read as follows] 7.4.5.5. . .*Leave for birth*

*or adoption of a child shall not be taken by an employee intermittently or on a reduced leave schedule unless the employee and the employer agree otherwise; provided, however, that leave may be taken intermittently or on a reduced leave schedule, when medically necessary under 7.4.5.6, below.*

2. Page 27: [the addition of the sentence] 7.4.5.6. . *If an employee requests intermittent leave, or leave on a reduced schedule, for a serious health condition of the employee or immediate family member and such condition is foreseeable based on planned medical treatment, the employee may be required to transfer temporarily to an available alternative position offered by Latah County for which the employee is qualified and which has equivalent pay and benefits and better accommodates recurring periods of leave.*
3. Page 27a: [the insertion of new page because of spacing].

By Motion and Order, sitting as a Board of Equalization, in the matter of a Protest of Valuation by Thomas Lamar, Parcel Number RPM93300000090A; approved home owners exemption for 2007.

By Motion and Order, sitting as a Board of Equalization in the matter of a Protest of Valuation by William and Angela Caldwell, Parcel Number RP40N05W085858A; upheld the assessed value for year 2007 at \$638,289.

By Motion and Order, sitting as a Board of Equalization in the matter of a Protest of Valuation by Phillip Tenwick, Parcel Number RPM0600003007AA; upheld Assessors valuation of \$120,412 for 2007.

By Motion and Order, authorized any current member of the Board of County Commissioners to sign on behalf of Latah County any documents at Latah Farm Service Agency. The current Commissioners are: Tom S. Stroschein, John A. "Jack" Nelson and Jennifer Barrett.

Signed and filed Building Permit Monthly Summary for October 2006 – September 2007.

By Motion and Order, sitting as a Board of Equalization, in the matter of a Request for Property Tax Exemption on behalf of Gritman Medical Center, Parcel Numbers RPM00000189500A and RPM0810004007BA; pursuant to Idaho Code 63-602D approved exemption for tax year 2007.

By Motion and Order, sitting as a Board of Equalization, approved the renewals of property tax exemption for TY2007 pursuant to Idaho Code 63-602D for the following: Gritman Medical Center, Parcel Numbers RPM0200001006BA, RPM0600005001BA, RPM0600005002AA, RPM0600005005BA, RPM0600006001CA, RPM0600006005BA, RPM0600006007AA, RPM1030001003CA, RPM1030010001AA, RPM10300100030A, RPM10300100040A and Moscow Hospital Assoc, Inc, Parcel Number RPM1030001002AA.

Approved, signed and filed a Request for Renewal of Property Tax Exemption on behalf of Gritman Medical Center, Parcel Numbers RPM0200001006BA, RPM0600005001BA, RPM0600005002AA, RPM0600005005BA, RPM0600006001CA, RPM0600006005BA, RPM0600006007AA, RPM1030001003CA, RPM1030010001AA, RPM10300100030A, RPM10300100040A; 63-602D for tax year 2007.

Approved, signed and filed a request for Renewal of Property Tax Exemption on behalf of Moscow Hospital Association Inc., Parcel Number RPM1030001002AA; 63-602D for tax year 2007.

By Motion and Order, sitting as a Board of Equalization, regarding Parcel Number RPM03500010140A, adjusted Category 41 value to \$261,655 due to square footage error. New total value of \$307,155 for tax year 2007.

All documents are available for inspection in the office of the Clerk/Auditor/Recorder. The proceedings may also be viewed at <Http://www.latah.id.us/Dept/BOCC/Agenda.htm>.

Susan Petersen  
Clerk/Auditor/Recorder

By: Kara Rickert  
Deputy Clerk for the Board of Latah County Commissioners