

COMMISSIONERS' PROCEEDINGS
Week of December 19, 2011

Commissioners Jennifer Barrett, Tom S. Stroschein, and David McGraw met in regular session on Monday, December 19, 2011, and Commissioners Tom S. Stroschein and David McGraw met again on Wednesday, December 21, 2011 the following actions were taken:

By Motion and Order, pursuant to Idaho Code 67-2345 (1) (a)&(b) & (d), convened in executive session at 10:02 a.m. on December 19, 2011, to consider personnel and records exempt from public disclosure. Adjourned at 10:18 a.m. Reconvene at 10:20 a.m.; adjourn at 10:24 a.m.

By Motion and Order, approved the consent calendar items as published on the agenda:

- Approval of the Commissioners' Proceedings for the week of December 12, 2011.
- Filed Separation From Employment for Anthony Dahlinger, Patrol Deputy, Sheriff-Operations, Department 04B, Line 14, effective December 9, 2011.
- Approval of a four year incremental increase for Travis Catt, Patrol Corporal, Sheriff-Operations, Department 04B, Line 07, effective December 1, 2011.
- Approval of a three year incremental increase for Justin Anderson, Patrol Deputy, Sheriff-Operations; Department 04B, Line 16, effective December 1, 2011.
- Approval of a four year incremental increase for Richard Beal, Detention Deputy, Sheriff-Detention, Department 04E, Line 07, effective December 1, 2011.
- Filed fully executed Sub-lease Agreement between Latah County and Gritman Medical Center for a 2 bedroom duplex.
- Approval of tuition aid to North Idaho College for Bonnie Shambaugh.

Approved, signed and filed the renewal of a Retail Alcohol Beverage License for Mark G Deleve dba Third Street Market Place, 217 East Third Street, Moscow.

Approved, signed and filed a Taxpayer's Adjustment on behalf of Anytime Fitness: Rick and Teresa Taylor, Parcel Number PPA260; cancellation in the amount of \$308.72.

Approved, signed and filed a Taxpayer's Adjustment on behalf of: Highline Capital & Anytime Fitness, Parcel Number PPA272; cancellation in the amount of \$1,278.90 for 2011.

Approved, signed and filed a Taxpayer's Adjustment on behalf of: Highline Capital & Anytime Fitness, Parcel Number PPA272; cancellation in the amount of \$671.40 for 2012.

Approved, signed and filed an Extension of Personal Property Taxes by Lacey Sparks, Parcel Number MH07CT00026A; will pay by April 15, 2012.

Approved, signed and filed an Extension of Personal Property Taxes by Richard Abrams, Parcel Number MHK14800020040A; will pay by April 15, 2012.

Approved, signed and filed an Extension of Personal Property Taxes by Kelly Cooley Sr., Parcel Number MH20CT04003A; will pay by April 15, 2012.

Approved, signed and filed an Extension of Personal Property Taxes by Patrick Harrington, Parcel Number MH20CT00621AA; will pay by April 15, 2012.

Approved, signed and filed an Extension of Personal Property Taxes by Richard Young, Parcel Number MH22CT00049AA; will pay by April 15, 2012.

By Motion and Order, approved supplemental/voluntary insurance with Colonial or Aflac based on choice of the employee. County to contribute \$11.50 towards the employees choice of coverage; effective January 1, 2012.

By Motion and Order, reappointed the following members to the Latah County Parks and Recreation Board for a term to expire on December 31, 2012: Daniel Leonard, Margaret Littlejohn, and Nora Locken.

By Motion and Order, reappointed the following member to the Latah County Zoning Commission for a six (6) year term to expire December 31, 2017: Wayne Sprouse (Position B).

Approved, signed and filed request for hearing with the Commissioners by Rune Frossmo dated December 16, 2011 regarding taxes on Parcel Number RPT1570004001AA.

By Motion and Order, approved the cancellation of the second half of 2011 taxes for Parcel Number RPT1570004001AA owned by Rafco7 LLC in the amount of \$1,271.22 due to vandalism and cooperative effort of Troy Historical Society to improve the building.

By Motion and Order, approved and signed a Professional Services Agreement between Latah County and Cynthia Schmiede to perform the work associated with evaluating the work and progress of the Latah County Youth Advocacy Council effective January 1, 2012 through October 1, 2012 in an amount not to exceed \$7,800.

Denied, signed and filed a request for tax cancellation by Charla Windley, Parcel Number RPM03000010040A.

Reviewed and approved Claims Report.

By Motion and Order, pursuant to Idaho Code 67-2345 (1) (d), convened in executive session at 9:00 a.m. on December 21, 2011, to discuss records that are exempt from public disclosure, Indigent. Adjourned at 9:43 a.m.; two cases were approved and one case was denied.

By Motion and Order, pursuant to Idaho code 67-2343, amended the agenda for Wednesday, December 21, 2011 as follows as said items are time sensitive and cannot wait until the next meeting of the Board on Wednesday, January 4, 2012: at 10:15 a.m. – To include requests by Tammy Kilborn, James Hendrix, Anna Marie Hendrix, Melissa Strunk, and Tim Watkins and any others that may have been received by the Latah

County Treasurer's Office prior to the close of business on Tuesday, December 20, 2011; During the 11:14 a.m. Approve/Deny, Sign and File include a request to hire Alyssa Hartford, Ad Valorem Appraiser; a request to sign a Canine Retirement Contract; and a request to approve new email server; and to hold an executive session at 11:45 a.m. to discuss personnel, records that are exempt from public disclosure and communicate with risk manager/insurer regarding pending/imminently likely claims.

Approved, signed and filed an Extension of Personal Property Taxes Chris Moulton, Parcel Number MH17CT00031A; will pay by April 15, 2012.

Approved, signed and filed an Extension of Personal Property Taxes Steven Prior, Parcel Number MH20CT03024; will pay by April 15, 2012.

Approved, signed and filed an Extension of Personal Property Taxes Linda Baunach, Parcel Number MH24CT00105AA; will pay by April 15, 2012.

Approved, signed and filed an Extension of Personal Property Taxes Brenda Fisher, Parcel Number MH24CT00316A; will pay by April 15, 2012.

Approved, signed and filed an Extension of Personal Property Taxes Tammy Kilborn, Parcel Number MH01510012009AA; will pay by March 20, 2012.

Approved, signed and filed an Extension of Personal Property Taxes James Hendrix, Parcel Number MH01660013001CA; will pay by March 15, 2012.

Approved, signed and filed an Extension of Personal Property Taxes Anna Marie Hendrix, Parcel Number MH01660009011AA; will pay by April 13, 2012.

Approved, signed and filed an Extension of Personal Property Taxes Melissa Strunk, Parcel Number MH15CT00207AA; will pay by April 15, 2012.

Approved, signed and filed an Extension of Personal Property Taxes Tim Watkins, Parcel Number MH01630006006AA; will pay by April 15, 2012.

Reviewed and Approved Claims Reports.

Signed and filed Courthouse Security Committee Meeting Minutes dated November 18, 2011.

Signed and filed Compensation Committee Meeting Minutes dated December 8, 2011.

By Motion and Order, adopted Latah County Travel Expenses Request Form (Per Diem form) as part of Appendix H, as attached, to the Latah County Personnel Policy Handbook; effective January 1, 2012.

By Motion and Order, adopted the change to the Latah County Personnel Policy Handbook Section 7.3.11 Travel Expenses effective January 1, 2012.

By Motion and Order, approved Personnel Policy Handbook Change #27: amend Section 7.3.11 Travel Expenses effective January 1, 2012; adopt Mileage and Per Diem Schedule, Appendix H as approved on September 28, 2011; and approve Latah County Travel Expense Request Form, Appendix H. These changes shall be effective on the 1st day of January, 2012.

Approved, signed and filed the transfer of Vic Racicot from Certified Appraiser; Assessor, Revaluation; Department 02A, Line 10 to Certified Appraiser II; Assessor-Revaluation; Department 02A, Line 06, effective January 1, 2012.

Approved, signed and filed a fifteen year incremental increase for Jerry Coleman, Senior Appraiser/Commercial; Assessor, Revaluation; Department 02A, Line 03, effective December 1, 2011.

Approved, signed and filed the hire of Alyssa Hartford, Ad Valorem Appraiser; Assessor, Revaluation; Department 02A, Line 15, effective December 30, 2011.

Approved, signed and filed the renewal of Retail Alcohol Beverage Licenses for WS Hospitality LLC dba The Alehouse, 226 W 6th St., Moscow.

Approved, signed and filed the renewal of Retail Alcohol Beverage Licenses for Wine Company of Moscow Inc dba Wine Company of Moscow, 113 E 3rd St., Moscow.

Approved, signed and filed the renewal of Retail Alcohol Beverage Licenses for S & M Distributing LLC dba Corner Club, 202 N Main St., Moscow.

By Motion and Order, approved the Chair's signature on the Canine Retirement Contract between Latah County and Scott Luther for the transfer of ownership of one law enforcement canine, known as 'Sunny', who is being retired from law enforcement service effective December 23, 2011. Payment to be in the amount of \$1.00 and effective upon the execution of this Contract.

By Motion and Order, pursuant to Idaho Code 67-2345 (1) (a)&(b) & (d), convened in executive session at 12:17 p.m. on December 21, 2011, to consider personnel, records exempt from public disclosure, and to communicate with risk manager/insurer regarding pending/imminently likely claims. Adjourned at 12:23 p.m.

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](http://www.latah.id.us/Dept/BOCC/Agenda.htm).

Susan Petersen
Clerk/Auditor/Recorder

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