

COMMISSIONERS' PROCEEDINGS
Week of May 21, 2012

Commissioners Jennifer Barrett, Tom S. Stroschein, and David McGraw met in regular session on Monday, May 21, 2012, and again on Wednesday, May 23, 2012 the following actions were taken:

By Motion and Order, pursuant to Idaho Code 67-2345 (1) (a)&(b) & (d), convened in executive session at 10:20 a.m. on May 21, 2012, to consider personnel and records exempt from public disclosure. Adjourned at 10:55 a.m.

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

- Approval of the Commissioners' Proceedings for the week of May 7, 2012.
- Filed fully executed Educational Program Agreement between Latah County and Montana State University for the 3-day Latah County Youth Advocacy Council Positive Community Norms Institute in June, 2012.
- Filed 2012-2013 ICRMP Renewal Contributions for Latah County.
- Filed Separation From Employment for Patrick Karr, Communications Specialist; Sheriff, Communications; Department 04D, Line 04, effective May 8, 2012.
- Filed Separation From Employment for Ryan Larson, Detention Deputy; Sheriff, Detention; Department 04E, Line 12, effective May 9, 2012.
- Filed Separation From Employment for Reed Kaus, Part-time Irregular, Tracker, Youth Services Trackers, Department 08C, Line 04, effective May 12, 2012.
- Filed Separation From Employment for Sally Ames, Part-time Irregular, Tracker, Youth Services Trackers, Department 08C, Line 07, effective May 12, 2012.
- Filed Separation From Employment for Joslynn Miller Keating, Part-time Irregular, Tracker, Youth Services Trackers, Department 08C, Line 01, effective May 31, 2012.
- Approval to hire Martha Groves, Communications Specialist; Sheriff, Communications; Department 04D, Line 04, effective May 24, 2012.
- Approval to hire Bradley Deaton, Part-time Irregular, Tracker, Youth Services Trackers, Department 08C, Line 01, effective May 23, 2012.
- Approval of a three year incremental increase for Greg Wolf, Part-time Irregular, Deputy Clerk, Elections; Elections; Department 01C, Line 02, effective May 1, 2012.
- Approval of a seven year incremental increase for Susan Egan, Senior Auditor, Auditor/Recorder, Department 01B, Line 02, effective May 1, 2012.

- Approval of a one year incremental increase for Tracy Dixon, Deputy Auditor/Payroll/Accounts Payable/Insurance Records, Auditor/Recorder, Department 01B, Line 04, effective May 1, 2012.
- Approval of a six month incremental increase for Kyle Gehrlein, Detention Deputy; Sheriff, Detention; Department 04E, Line 13, effective May 1, 2012.
- Approval of a four year incremental increase for Christopher Middleton, Patrol Deputy; Sheriff, Operations; Department 04B, Line 09, effective April 1, 2012.
- Approval of a one year incremental increase for Douglas Fairley, Patrol Deputy; Sheriff, Operations; Department 04B, Line 17, effective April 1, 2012.
- Approval of a three year incremental increase for Nathan Reetz, Communications Specialist; Sheriff, Communications; Department 04D, Line 03, effective April 1, 2012.
- Approval of a fifteen year incremental increase for Verlene Coleman, Drivers License Examiner; Sheriff, Administration; Department 04A, Line 09, effective May 1, 2012.
- Filed Public Defender hours for April 2012 as submitted by Charles E. Kovis.
- Filed fully executed Agreement between Latah County and KACI General Contractor for the Fairgrounds Exhibit Building Extension project and associated Performance Bond and Notice to Proceed.
- Filed the resignation of Michael Fredrickson from the Latah County Fair Board.
- Approval of tuition aid for Shyanne Morgan to North Idaho College.

By Motion and Order, filed an amendment to the Special Disposal Permit for Primeland Cooperatives approved on May 7, 2012. The amendment references a new disposal site, Parcel Number RP38N02W178512A at 1187 Cedar Ridge Road, Kendrick, Idaho. The property is owned by Rodger and Lorraine Warner. A letter of authorization is included from Mr. and Mrs. Warner to dispose of the concrete debris on their property.

By Motion and Order, approved change in the Latah County Personnel Policy Handbook, in Section 3.1 ADMINISTRATION OF THE HIRING PROCESS Number 3.1.2 to read as follows: "Written employment applications shall be required for all new hires and will be accepted in the office of the elected official or department head. Such applications may be kept and reviewed by an elected official/department head for consideration of the applicant for other positions which may be open for employment. The original application of persons who are hired shall be filed in the official personnel file maintained in the Auditor's office." Shall be effective the 21st day of May, 2012.

Reviewed and Approved Claims Report.

By Motion and Order, pursuant to Idaho Code 67-2345 (1) (a)&(b), convened in executive session at 1:35 p.m. on May 21, 2012, to consider personnel matters. Adjourned at 2:30 p.m.

By Motion and Order, sitting as the County Board of Canvassers, having canvassed the returns, certified the results of the following elections held on May 15, 2012 as presented by the County Clerk, Susan R. Petersen, and as per attached: Primary Election; Potlatch

School District No. 285 Supplemental Maintenance and Operation Levy Election (Precincts: 20, 22, 26, 27, 28 and 31); Troy School District No. 287 Supplemental Levy Election (Precincts: 19 and 29); and Whitepine Joint School District No. 299 (Joint with Clearwater County) Supplemental Levy Election (Precincts: 19, 24, and 32).

By Motion and Order, pursuant to Idaho Code 67-2345 (1) (d), convened in executive session at 9:05 a.m. on May 23, 2012, to discuss records that are exempt from public disclosure, Indigent. Adjourned at 9:45 a.m.; three cases were approved and two cases were denied.

By Motion and Order, approved the purchase of a new copier to be shared by the departments of Youth & Probation Services and Planning & Building as their current machine is barely operational. The departments have agreed to share in the costs of said purchase. The Board authorizes that the portion for Planning & Building be paid out of the general fund.

By Motion and Order, pursuant to Idaho Code 67-2343, amended the agenda to include items #7 – 12 for consideration during the BOCC Weekly Review as said items are time sensitive and cannot wait until the next meeting of the Board on Wednesday, May 30, 2012.

Approved, signed and filed the transfer of a Retail Alcohol Beverage License from William Hartman to John and Patricia Dilatush dba Bailey's Bar, 104 Main Street, Bovill.

Approved, signed and filed a request to surplus equipment – ITS.

Approved, signed and filed a GIS Fee Waiver for Latah Economic Development Council (LEDC); waiver for the rest of the current fiscal year and request that LEDC submit a letter for the request for the 2012-2013 fiscal year.

Signed and filed letter dated May 17, 2012 from General Services Administration regarding the Moscow Federal Building.

Approved, signed and filed the hiring of Salena Bergen; Legal Assistant, Deputy Prosecuting Attorney; Prosecuting Attorney, Department 07, Line 09, effective June 18, 2012.

Approved, signed and filed an amended request to hire Martha Groves, Part-time Regular, Communications Specialist; Sheriff, Communications; Department 04D, Line 09, effective May 24, 2012.

Approved, signed and filed the transfer of Jennifer McMillan, Communications Specialist; Sheriff, Communications; Department 04D from Part-time Regular, Line 09 to Full-time Regular, Line 04, effective May 9, 2012.

Approved, signed and filed an amended request for a one year incremental increase for Douglas Fairley, Patrol Deputy; Sheriff, Operations; Department 04B, Line 17, effective April 1, 2012.

Approved, signed and filed an Alcohol Beverage Catering Permit for Kevin Kambitsch dba Silver Saddle, for the A.B.A.T.E. of North Idaho event to be held at Pines RV Park – 4510 Hwy 6, Harvard.

Approved, signed and filed the hiring of Juan Gutierrez, Part-time Irregular, Tracker, Youth Services Trackers, Department 08C, Line 04, effective May 24, 2012.

Reviewed and Approved Claims Report.

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