

**COMMISSIONERS' PROCEEDINGS**  
**Week of November 26, 2012**

Commissioners Jennifer Barrett, Tom S. Stroschein, and David McGraw met in regular session on Monday, November 26, 2012 and again on Wednesday, November 28, 2012 the following actions were taken:

By Motion and Order, opened as a Board of Equalization at 9:10 a.m. on Monday, November 26, 2012, through Monday, December 3, 2012.

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

- Approval of the Commissioners' Proceedings for the week of November 12, 2012.
- Approval of the Commissioners' Proceedings for the week of November 19, 2012.
- Approval to hire Haylee Palmer, 4H Afterschool Program Assistant, County Extension Office, Department 09, Line 07, effective September 4, 2012.
- Filed Separation From Employment for Rebecca Trook, Clerical Assistant, County Extension Office, Department 09, Line 04, effective October 24, 2012.
- Approval of a seven year incremental increase for Kathi Jo Nygaard, Resource Officer, Youth Services, Department 08B, Line 06, effective November 1, 2012.
- Approval of a seven year incremental increase for Sarah Swanson, Senior Probation Officer, Adult Misdemeanor Probation, Department 08D, Line 01, effective November 1, 2012.
- Approval of a one year incremental increase for Kyle Gehrlein, Detention Deputy; Sheriff, Detention; Department 04E, Line 12, effective November 1, 2012.
- Approval of a six month incremental increase for Martha Groves, Communications Specialist; Sheriff, Communications; Department 04D, Line 09, effective November 1, 2012.
- Approval of a six month incremental increase for Jennifer McMillan, Communications Specialist; Sheriff, Communications; Department 04D, Line 04, effective November 1, 2012.
- Approval of a three year incremental increase for Elizabeth Mottern, Deputy Court Clerk II; Clerk of the District Court, Department 01A, Line 06, effective November 1, 2012.
- Filed Clearwater Economic Development Association (CEDA) Quarterly Report for July 1 – September 30, 2012.

- Filed fully executed Image Management Plus Product Schedule with Ricoh USA, Inc dba IKON Office Solutions for the Prosecuting attorney's office copier.
- Filed public defender hours for October 2012 as submitted by Charles E. Kovis.
- Approval of tuition aid for Johanna Raines (North Idaho College).

By Motion and Order, approved and signed an Equipment Lease Agreement between Latah County and H&H Business Systems; Non-Appropriation Addendum; and Delivery & Acceptance Certificate for one Canon IR6075SP for use in District Court, in the amount of \$311 per month for 60 months.

Signed and filed Notices of Complaint and Demand for Jury Trial and Summons in a Civil Action to the United States District Court in the case of Keith Nieman vs Steve Bryant, Keith Davis, and John Does 1-5.

By Motion and Order, approved Agreement for Services to be performed and completed by Hayden & Ross, P.A., Certified Public Accountants, for Latah County for the service of auditing the financial statements of Latah County for the year ending September 30, 2012 for an amount not to exceed \$16,500 and an additional fee of \$3,000 for the Single Audit should it apply.

By Motion and Order, approved the redistribution of Motor Pool Department vehicle maintenance 2012-2013 budget lines as follows:

a. decrease the following Motor Pool Fund 01-09 Budget lines as follows:

01-09-0475-0002 Assessor	\$2,000
01-09-0475-0003 Building Grounds	\$ 300
01-09-0475-0005 Noxious Weed	\$ 400
01-09-0475-0006 Parks and Recreation	\$ 650
01-09-0475-0007 Planning Building	\$ 400
01-09-0475-0008 Prosecuting Attorney	\$ 300
01-09-0475-0010 Probation Services	\$2,000
01-09-0475-0011 Fair	\$ 300
01-09-0475-0012 Cooperative Extension	\$ 300

b. increase the corresponding budgets and establish new budget lines in the following amounts:

01-02 Current Expense – Assessor	
01-02-0475-0000, Vehicle Repair	\$2,000
01-10 Current Expense – Building and Grounds	
01-10-0475-0000, Vehicle Repair	\$ 300
27-00 Noxious Weed	
27-00-0475-0000, Vehicle Repair	\$ 400
18-47 Parks and Recreation – Parks and Recreation	
18-47-0475-0000, Vehicle Repair	\$ 650
01-21 Current Expense – Planning Building	
01-21-0475-0000, Vehicle Repair	\$ 400
08-07 Justice – Prosecuting Attorney	
08-07-0475-0000, Vehicle Repair	\$ 300
08-31 Probation Services	
08-31-0475-0000, Vehicle Repair	\$2,000

07-00 Fair Operation	
07-00-0475-0000, Vehicle Repair	\$ 300
01-13 Current Expense – County Extension	
01-13-0475-0000, Vehicle Repair	\$ 300

These budget adjustments will not change the total budget that was approved for the fiscal year 2012-2013 Budget and is at no additional cost to the taxpayers of Latah County. The Board authorizes and directs the County Auditor to make the necessary adjustments; effective the 3rd day of December, 2012.

Approved, signed and filed a request by Disaster Services to request an extension of the Western States Fuel Reduction grant.

By Motion and Order, approved the Chair’s signature on a Potlatch Special Use Permit between Latah County, Clearwater County and Potlatch Forest Holdings, Inc. for the grooming and maintenance of recreational snowmobile trail system on roads and lands owned by Potlatch Forest Holdings, Inc. for a term to expire on June 30, 2013. Further, approve and sign the Latah and Clearwater County Snowmobile Advisory Board Annual Operating Plan 2012-2013 between Latah County, Clearwater County and Potlatch Corporation.

Approved, signed and filed a Request for temporary building key for Kelli Loftus, Extension.

By Motion and Order, pursuant to §4.04 of the Latah County Zoning Ordinance, approved the temporary second dwelling renewal request for Gary and Salie Anderson for the residence located at 1007 McBride Road, Potlatch, Parcel Number RP41N05W163016A. This renewal shall begin on December 16, 2012 and expire on December 16, 2013.

By Motion and Order, approved the Findings of Fact and Conclusions of Law and Decision for the Brannon appeal (AP#870) which modified the Latah County Zoning Commission’s decision on Conditional Use Permit (CUP) #864 in regards to condition #4 and condition #7.

Approved, signed and filed a Taxpayer’s Adjustments on behalf of Lillie Gillis, Parcel Number RP41N03W033663A; cancellation in the amount of \$195.42 due to casualty loss.

Approved, signed and filed a Taxpayer’s Adjustments on behalf of Jeffrey & Tamera Filler, Parcel Number RPM077000D005A; cancellation in the amount of \$834.85 to reflect ½ Homeowner’s Exemption for 2012.

Approved, signed and filed a Taxpayer’s Adjustments on behalf of Aaron and Brittany Griffin, RP40N02W221222A; cancellation in the amount of \$393.74 due to the removal of a residential improvement that was not removed from the property roll.

By Motion and Order, pursuant to Idaho Code 67-2345 (1) (d), convened in executive session at 10:53 a.m. on November 26, 2012, to discuss records that are exempt from public disclosure. Adjourned at 11:50 a.m.

Review and Approve Claims Report.

By Motion and Order, pursuant to Idaho Code 67-2345 (1) (d), convened in executive session at 1:35 p.m. on November 28, 2012, to discuss records that are exempt from

public disclosure, Indigent. Adjourned at 1:55 p.m.; one case was approved and one case was denied.

By Motion and Order, pursuant to Idaho Code 67-2343, amended the agenda to include item #5 (Inmate Medical Services Price Quote) for consideration on the Approve/Deny, Sign & File agenda. Said item is time sensitive and cannot wait until the next meeting of the Board.

Approved, signed and filed a request for tuition aid for Melanie Bell (North Idaho College).

Approved, signed and filed a request to approve early closure of the Probation & Youth Services Department on December 24 and 31, 2012.

Reviewed and Approved Claims Report.

By Motion and Order, approved and signed a Price Quote for Inmate Medical Services at the Latah County Jail by Correctional Healthcare Companies, Inc. for the renewal of professional health care services provided to the Latah County Jail for the period of October 1, 2012 through September 30, 2013 in the amount of \$4,006.63 per month (\$48,079.56 annually). All other terms of the current Agreement shall remain in full force and effect through September 30, 2013.

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 Egan  
Deputy Clerk for the Board of Latah County Commissioners