

**COMMISSIONERS' PROCEEDINGS**  
**Week of December 17, 2012**

Commissioners Jennifer Barrett, Tom S. Stroschein, and David McGraw met in regular session on Monday, December 17, 2012 and again on Wednesday, December 19, 2012 the following actions were taken:

By Motion and Order, pursuant to Idaho Code 67-2345 (1) (d), convened in executive session at 10:24 a.m. on December 17, 2012, to discuss records that are exempt from public disclosure. Adjourned at 11:00 a.m.

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

- Approval to hire Janis Steffens, Part-time Regular, Property Conveyance Technician; Assessor, Revaluation; Department 02A, Line 14, effective January 2, 2013.
- Approval of a seven year incremental increase for Terrie Sanderson, Personal Property Clerk; Assessor, Revaluation; Department 02A, Line 18, effective December 1, 2012.
- Approval of a two year incremental increase for Alyssa Hartford, Ad Valorem Appraiser; Assessor, Revaluation; Department 02A, Line 15, effective December 1, 2012.
- Approval of a six month incremental increase for Crystal Burrows, Drivers License Examiner; Sheriff, Administration; Department 04A, Line 08, effective December 1, 2012.
- Approval of a 5 year incremental increase for Travis Catt, Patrol Corporal; Sheriff, Operations; Department 04B, Line 07, effective December 1, 2012.
- Approval of a four year incremental increase for Justin Anderson, Patrol Deputy; Sheriff, Operations; Department 04B, Line 15, effective December 1, 2012.
- Approval of a ten year incremental increase for Ryan Sillers, Patrol Deputy; Sheriff, Operations, Department 04B, Line 19, effective December 1, 2012.
- Approval of a five year incremental increase for Richard Beal, Detention Deputy; Sheriff, Detention; Department 04E, Line 06, effective December 1, 2012.
- Filed Public Defender hours for November 2012 as submitted by Charles E. Kovis.
- Filed fully executed USDA Forest Service Modification of Grant or Agreement Modification 4 to the Challenge Cost Share Agreement for the 2012-2013 Annual Operating Plan for Snowmobile Area #29.

Adopted, signed and filed Resolution 2012-32 – Declaration to Designate Idaho Association of Counties as Latah County’s Representative in TracFone Telecommunication 911 Fee Litigation.

By Motion and Order, approved change to the Latah County Personnel Policy Handbook, in Section 6.3 PROHIBITED CONDUCT to change Sub-Section 6.3.17 to Purchasing at County Sales to read as follows: 6.3.17 Purchasing at County Sales – Unless otherwise authorized by the Board of County Commissioners, no County employee shall be a direct or indirect purchaser at any sale of any County real or personal property.

Approved, signed and filed the recommendations by the Employee Benefits Committee for modifications to the County’s Sick Leave Bank.

By Motion and Order, approved the Chair’s signature on the Memorandum of Understanding between Idaho Department of Lands; Potlatch Forest Holdings, Inc.; Latah County Weed Control; Clearwater County Weed Control; Clearwater Resource Conservation and Development Council, Inc.; University of Idaho; Bennett Lumber Products; Idaho Department of Fish and Game; Idaho Transportation Department; and USDA, Forest Service Clearwater and Nez Perce National Forests for the purpose of documenting the cooperation between the parties to treat and manage noxious weeds within the Palouse Cooperative Weed Management Area, effective through December 31, 2017.

Approved, signed and filed an Indemnity Bond in the amount of \$64.00 to Office Depot.

Approved, signed and filed a Taxpayer’s Adjustment on behalf of Jimmie Carlson, Parcel Number RP41N04W337213A; cancellation in the amount of \$1,121.70 as parcel was erroneously assessed as having a buildable homesite.

Approved, signed and filed Taxpayer’s Adjustments on behalf of Michael Rosen, Parcel Number RP40N02W162556A; cancellations in the amount of \$49.18 and \$190.91 due to an error in the property assessment.

Approved, signed and filed a Taxpayer’s Adjustment on behalf of Clyde & Jacklyn Goding, Parcel Number RP41N04W147234A; cancellation in the amount of \$433.37 to reflect 100% Homeowner’s Exemption for 2012.

Approved, signed and filed a Taxpayer’s Adjustment on behalf of Bruce & Brandi Roberts, Parcel Number SRM054000B005AA; cancellation in the amount of \$1,089.20 to pro rate ownership for ½ of the year.

Approved, signed and filed employee recognition for 5, 10, 15, and 25 years of service with a certificate of appreciation and eight hours of vacation time be added to December 2012 payroll as follows: 5 years – Annette Olson, Betty Biggam, Rod Wakefield, Robert Pope, Amy Miller, Debbie Jacobs, Peter Steinhoff, Cammie Villabol, Keith Davis, Adrienne Willems, Stacie Osterberg, Richard Beal; 10 years – Mark Steele, Judith Hofstrand, Barb Kimble, Verlene Coleman, Kathy Doyle, Ryan Weaver, Scott Luther, Ryan Sillers; 15 years – Monte Russell, Doug Anderson, Josh Anderson, Donna Reisenauer, Rachel Rausch; 25 years – Brenda Peterson, Kate Mecham.

By Motion and Order, reappointed Becky Kellom to position #7 on the Historic Preservation Commission for a term to expire December 31, 2015.

Approved, signed and filed an Extension of Personal Property Taxes by Patrick Myers, Parcel Number MH33CT00005AA; will pay by April, 2013.

By Motion and Order, approved and signed the Exhibit A – Cooperative Law Enforcement Annual Operating Plan & Financial Plan for FY 2013 under the provision of the Cooperative Law Enforcement Agreement #12-LE-11015600-023 between Latah County Sheriff's Office and the USDA Forest Service Nez Perce-Clearwater National Forests; effective through December 31, 2012. Reimbursement for all types of enforcement activities shall be at an hourly rate of \$32.00, including mileage (at a rate of \$.585/mile) for a total reimbursement in an amount not to exceed \$18,750.

Reviewed and approved Claims Report.

Approved, signed and filed a request for property tax reduction by Kristina Carrier, Parcel Number RPM0630001014AA; Assessor to prepare Taxpayer Adjustment for ½ of the value reduction due to property damage from flooding.

By Motion and Order, pursuant to Idaho Code 67-2345 (1) (a)&(b), convened in executive session at 2:55 p.m. on December 17, 2012, to consider personnel matters. Adjourned at 3:15 p.m.

Approved, signed and filed a Solid Waste Exemption for Parcel Number MH09CT00007A, Hardship; cancellation in the amount of \$211.20.

Denied, signed and filed Requests for Solid Waste Exemptions by Monte Nelson and Terri Goughnour, Parcel Numbers MH41N05W337803A, RP39N04W086307A, MH39N04W173000A, &RP41N05W337803A.

Approved, signed and filed a request by Brian Smith for Homeowner's Exemption for 2012 on Parcel Number RP38N02W093299A, MH38N02W093299A; Assessor to prepare Taxpayer Adjustment.

By Motion and Order, pursuant to Idaho Code 67-2345 (1) (d), convened in executive session at 11:20 a.m. on December 19, 2012, to discuss records that are exempt from public disclosure. Adjourned at 11:48 a.m.

Approved, signed and filed an Application for Hardship, Parcel Number RPJ1390011007AA; cancel 2012 taxes in the amount of \$1,222.90.

By Motion and Order, pursuant to Idaho Code 67-2345 (1) (d), convened in executive session at 1:37 p.m. on December 19, 2012, to discuss records that are exempt from public disclosure, Indigent. Adjourned at 1:57 p.m.; no cases were approved and two cases were denied.

By Motion and Order, pursuant to Idaho Code 67-2345 (1) (a)&(b), convened in executive session at 2:45 p.m. on December 19, 2012, to consider personnel matters. Adjourned at 3:20 p.m.

By Motion and Order, pursuant to Idaho Code 67-2343, amended the agenda to include an item on the consent calendar agenda, and items on the Approve/Deny, Sign and File agenda as items are time sensitive and cannot wait until the next meeting of the Board on Thursday, January 3, 2013.

Signed and filed ballot for Catastrophic Health Care Cost Program Board of Directors Representative for District 2.

Reviewed and Approved Claims Report.

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

- Approval of the Commissioners' Proceedings for the week of December 10, 2012.
- Filed Separation From Employment for Tyler Bollman, Patrol Deputy; Sheriff, Community Policing Contracts, Department 04G, Line 01, effective December 18, 2012.

By Motion and Order, approved and signed the Idaho Bureau of Homeland Security Sub-Grant Award Document for the 2011 Emergency Management Performance Grant in the amount of \$1,131.06 for year-end funds to be added to the previously awarded amount of \$27,580.34 for a total award amount of \$28,711.40. Performance period for the grant is October 1, 2010 through September 30, 2012.

By Motion and Order, approved the Chair's signature on an Idaho Community Development Block Grant Program Contract Number ICDBG-12-II-24-IM between Latah County and Idaho Department of Commerce for the Troy Genesee Culvert Replacement Project for the South Latah Highway District, in the amount of \$35,000 with a match of \$10,500; effective October 18, 2012 until the Project is completed and closed-out.

Approved, signed and filed an Extension of Personal Property Taxes by Miriam Frederiksen, Parcel Number MH20CT02044A; will pay by April 15, 2013.

Approved, signed and filed an Extension of Personal Property Taxes by Angie Leras, Parcel Number MHJ1390030011CA; will pay by April 15, 2013.

Approved, signed and filed an Extension of Personal Property Taxes by GoNano Technologies – Tim Kinkeade, Parcel Number PPG193A; will pay by April 14, 2013.

Approved, signed and filed an Extension of Personal Property Taxes by Michelle Clark, Parcel Number MH22CT00044AA; will pay by February 20, 2013.

Approved, signed and filed an Extension of Personal Property Taxes by Steven Prior, Parcel Number MH20CT03024A; will pay by April 15, 2013.

Approved, signed and filed an Extension of Personal Property Taxes by Linda Baunach, Parcel Number MH24CT00105AA; will pay by April 15, 2013.

Approved, signed and filed an Extension of Personal Property Taxes by Brenda Fisher, Parcel Number MH24CT00316A; will pay by April 15, 2013.

Approved, signed and filed an Extension of Personal Property Taxes by Crystal Baumgartner, Parcel Number MH06CT00011AA; will pay by February 10, 2013.

Approved, signed and filed an Extension of Personal Property Taxes by Samantha Hornbuckle, Parcel Number MH06CT00012BA; will pay by April 15, 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>.

Susan Petersen  
Clerk/Auditor/Recorder

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