

COMMISSIONERS' PROCEEDINGS
Week of November 25, 2013

Commissioners David McGraw, Tom S. Stroschein and Richard Walser met in regular session on Monday, November 25, 2013 and again on Wednesday, November 27, 2013 the following actions were taken:

By Motion and Order, opened as a Board of Equalization at 9:03 a.m. on Monday, November 25, 2013 through Monday, December 2, 2013.

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

- Approval of the Commissioners' Proceedings for the week of November 18, 2013;
- Filed notice and amended notice to the State Tax Commission regarding Latah County Personal Property Reimbursement Reports;
- Approval of tuition aid for Cody Brown (College of Southern Idaho);
- Approval of tuition aid for Sandra Nelson (College of Southern Idaho);
- Approval of tuition aid for Nicholas Salazar (North Idaho College);
- Approval of tuition aid for Stephen Sapp (North Idaho College);
- Approval to add to the Table of Organization Leah Hart, Extension Nutrition Advisor; Extension; Department 09, Line 11, effective November 18, 2013.

By Motion and Order, approved the closure of Latah County offices on Thursday, December 12, 2013 from 12:00 Noon to 1:30 p.m. to allow those employees working that day to attend the annual County Employee Holiday Party to be held at the Latah County Fairgrounds. District Court and Sheriff's Office will remain open as required by law.

By Motion and Order, approved employee recognition for 5, 10, 15 and 20 years of service to Latah County, with a certificate of appreciation and eight (8) hours of vacation time added to December 2013 payroll for: 5 years – Jennifer Bryant, Sheila Krehbiel, Laurel Caldwell, Travis Taylor, Rusty Goulding, Sarah Swanson, James Agidius, Karen Richel; 10 years – Alan Martinson; 15 years – Vicky MacArthur, Ron Manell, Jason Kilborn, Skye Taylor, Kathi Jo Nygaard; and 20 years – Janet Betschart, Stacey Chapman.

Approved, signed and filed a Taxpayer's Adjustment on behalf of Mobile Mini Inc., Parcel Number LPM054000A031AA; cancellation in the amount of \$460.68 as mobile office was moved out of Latah County in 2012 as should not have been assessed for 2013.

Approved, signed and filed a Taxpayer's Adjustment on behalf of Michelle Murphy, Parcel Number RP39N04W034192A1; cancellation in the amount of \$566 due to erroneous assessment.

Approved, signed and filed a Taxpayer's Adjustment on behalf of Unknown property owner, Parcel Number MH39N04W054804A; cancellation in the amount of \$234.96 as mobile has moved out of the state.

By Motion and Order, reappointed Rodney Parker (Position D) and John Akin (Position E) on the Latah County Zoning Commission for a six (6) year term to expire December 31, 2019.

By Motion and Order, approved and signed Idaho Bureau of Homeland Security Sub-Grant Award Documents for Latah County for the 2013 Emergency Management Performance Grant in the amount of \$28,069.92 with a 50% County match for the performance period of October 1, 2012 through August 30, 2014. Sandy Rollins, Disaster Services Coordinator, to be the grant administrator.

By Motion and Order, approved and signed Idaho Bureau of Homeland Security Sub-Grant Award Documents for Latah County for the 2013 Homeland Security Grant Program in the amount of \$56,874.74 for the performance period of September 1, 2013 through July 31, 2015. Sandy Rollins, Disaster Services Coordinator, to be the grant administrator.

By Motion and Order, adopted the 2014 Solid Waste Fee Reduction for the 2013 Circuit Breaker Property Tax Bill Reduction Program dated November 25, 2013 as attached.

Adopted, signed and filed Resolution 2013-30 to retain excess funds in Waterway/County Vessel Fund 38-00 in the amount of \$53,747.39.

Reviewed and Approved Claims Report.

By Motion and Order, pursuant to Idaho Code 67-2345 (1) (d), convened in executive session at 10:03 a.m. on November 25, 2013, to discuss records that are exempt from public disclosure. Adjourned at 10:35 a.m.

By Motion and Order, take the following action in the matter of an Application for Property Tax Exemption by Upper Columbia Corporation of Seventh-day Adventists, Parcel Number RPT1540002013AA: approved the exemption pursuant to Idaho Code 63-602C for tax year 2014.

By Motion and Order, pursuant to Idaho Code 67-2345 (1) (d), convened in executive session at 1:18 p.m. on November 25, 2013, to discuss records that are exempt from public disclosure. Adjourned at 1:35 p.m.

Signed and filed a request by Sheriff Wayne Rausch to add a third position at Driver's Licensing office.

Approved, signed and filed a request by the Latah County Youth Advocacy Council for funds from the Sheriff's Youth Program Account 89-00-0521-0000; transfer funds from Fund 89-00 to Latah County Youth Advocacy Council budget in the amount of \$2,000.

By Motion and Order, pursuant to Idaho Code 67-2345 (1) (a)&(b), convened in executive session at 2:38 p.m. on November 25, 2013, to consider personnel matters. Adjourned at 3:07 p.m.

By Motion and Order, pursuant to Idaho Code 67-2345 (1) (d), convened in executive session at 9:03 a.m. on November 27, 2013, to discuss records that are exempt from public disclosure, Indigent. Adjourned at 9:42 a.m.; eight cases were approved and two cases were denied.

Signed and filed Water Right Application to Idaho Department of Water Resources by Paul and Virginia Chilton; no action taken.

Reviewed and approved Claims Report.

By Motion and Order, approved the following changes to the Latah County Personnel Policy Handbook: Appendix A “At-Will Employee Positions”; and Appendix B “FLSA Exempt Employee positions”. Direct the County Auditor, Susan R. Petersen, to make these changes in the Handbook and electronically notify employees of the Handbook change.

By Motion and Order, approved and signed a Memorandum of Understanding (MOU) between Latah County and The University of Idaho regarding provisions for a jointly-funded Associate 4-H Extension Educator Position effective October 1, 2013 through September 30, 2014 in an amount not to exceed \$24,979 per year. Said MOU replaces one signed by the Board on July 29, 2013 which contained clerical errors and was not fully executed by the parties.

By Motion and Order, Having held a public hearing as provided by law, shall adjust the 2013-2014 Budget as follows:

1. increase Courthouse Expansion 40-00 Budget \$16,000
 - a. increase Courthouse Expansion 40-00 Budget line Capital-Courthouse Expansion in the amount of \$16,000 from \$37,000 to \$53,000 – revenue General Fund; and
 - b. increase Courthouse Expansion 40-00 Fund cash in the fiscal year 2013-2014 in the amount of \$16,000 – revenue General Fund; and
2. establish Troy Genesee Culvert Replacement Grant Fund 278-00 \$23,186
 - a. establish Troy Genesee Culvert Replacement Grant 278-00 Budget lines in the following amounts:

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| 278-00-0489-0000, Professional Services – Contract | \$ 2,300 |
| 278-00-0684-0000, Contracts | \$ 2,480 |
| 278-00-0807-0000, Capital Construction | \$18,406 |

for a total of \$23,186 – revenue Idaho Department of Commerce; and
 - b. establish Troy Genesee Culvert Replacement Grant 278-00 Cash Fund in the amount of \$23,186 – revenue Idaho Department of Commerce.
3. establish 2013-2014 FHWA Latah Trail Repairs Fund 280-00 \$20,096
 - a. establish FHWA Latah Trail Repairs 280-00 Budget in the amount of \$20,096 – revenue Idaho Department of Parks and Recreation; and
 - b. establish FHWA Latah Trail Repairs 280-00 Cash Fund in the amount of \$20,096 – revenue Idaho Department of Parks and Recreation.

These funds are unscheduled revenues or carry forward funds and the expenditure of these funds will be at no additional cost to the taxpayers of Latah County. The Board authorizes and directs the County Auditor to make the necessary adjustments.

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