

# PROCEEDINGS COUNTY COMMISSIONERS

## SHOSHONE COUNTY, IDAHO

### BOOK 2017

Monday, October 30, 2017

The Board met pursuant to recessing Thursday, October 26, 2017.

Present:

Commissioners: Jay Huber

Mike Fitzgerald

John Hansen

Deputy Clerk: Susan K. Hendrixson

The following proceedings were had to-wit:

The Board met with Tracey Yost with Advanced Benefits and Shoshone County Clerk Peggy White at 10:00 a.m. to discuss, consider and a decision on Business Associate Agreement with Benefits Exchange Northwest regarding standard HIPAA language and an Administrative Services Agreement for COBRA administration. Items discussed included the following:

- Tracey Yost gave a brief update on the COBRA process with Benefits Exchange Northwest. Benefits Exchange currently collected payment from COBRA employees and issues a check to Shoshone County to pay the COBRA benefit with the Blue Cross of Idaho statements. They will change this process effective January 1<sup>st</sup>.
- Peggy White explained the previous process with COBRA and how it was administered through the County and with REHN. The contract language with Blue Cross of Idaho on the 15<sup>th</sup> day of the month for employee termination is an issue with payroll. Tracey will research the contract language to verify and will get back to the Board.
- Peggy stated the change that the Board made for Delta Dental from a 90 day to 30 day qualification to coincide with the County's medical insurance is an issue. The Board agreed to change it back to the 90 day qualification.
- Peggy will review the Administrative Services Agreement for COBRA administration and let the Board know if she has any concerns or questions. This item was tabled to the Wednesday consent agenda.

The Board met with Shoshone County Clerk Peggy White at 10:30 a.m. to review, discuss and consider District Court Change of Status requests for clarification. Items discussed included the following:

- The Board acknowledged that these requests were approved in the budget and the discussion is for clarification purposes.
- The changes did not include any step and pay grade categories and the Board asked if these changes could be incorporated into the current step and pay grade chart.
- The Board inquired about current job descriptions – Peggy stated that job descriptions are not needed for deputy positions. The positions are based on skill level.

The Board reviewed the consent agenda for Wednesday, November 1<sup>st</sup> and a motion was made by Commissioner Huber, seconded by Commissioner Hansen to amend the consent agenda and add 2018 Beer, Wine Liquor Licenses, pre-pay bills, and the Administrative Services Agreement

**PROCEEDINGS COUNTY COMMISSIONERS**

**SHOSHONE COUNTY, IDAHO**

**BOOK 2017**

for COBRA administration with Benefits Exchange Northwest that was tabled from the meeting this morning. The motion carried unanimously.

Commissioner Huber attended a S.A.V.E. Committee meeting at 12:00 p.m. at Shoshone Medical Center in Kellogg.

Thereafter, the meeting adjourned.

ATTEST Peggy White  
County Clerk

Approved:   
Chairman

By:   
Deputy Clerk

# PROCEEDINGS COUNTY COMMISSIONERS

## SHOSHONE COUNTY, IDAHO

### BOOK 2017

Tuesday, October 31, 2017

The Board met pursuant to recessing Monday, October 30, 2017.

Present:

Commissioners: Jay Huber

Mike Fitzgerald

John Hansen

Deputy Clerk: Susan K. Hendrixson

The following proceedings were had to-wit:

The Board convened at 9:00 a.m. for a County Department Supervisors meeting. Those in attendance: Dan Martinsen/Planning & Zoning, Frosty Greenfield/Public Works, Richard Abers/Airport, Vince Peterson & Shannon Atkins/Transfer Station, Carol Young/Noxious Weeds, Mike Smith/Juvenile Probation, Keith Chambers/Maintenance, and Mindy Beehner. Items discussed included the following:

- BOCC – John Hansen is working on updating Airport Hangar Leases and new address numbers for the individual hangars.
- Solid Waste – Would like to find a grant to build a recycling facility at the Transfer Station. Having problems with their backhoe and wiring issues. Will be mailing out Notice of Bid for a Transfer Trailer. Working on a sharps container with Panhandle Health District.
- Weeds – Closing out the 2017 Weed grant and working on the 2018 grant. Will be advertising for a Weed Superintendent which is a part-time, seasonal position.
- Maintenance – Keith is working on regulating/fixing the heat in the Courthouse. They have a new carpet cleaning machine and will be cleaning high traffic carpet areas. Also working on the Public Safety Building camera security and replacing ballasts throughout the Courthouse.
- Planning & Zoning – Update on the Shoshone-Benewah Forest Collaborative. Will be working on adopting the 2015 ICC Building Code before the end of the year.
- Airport – A new windsock has been installed, carpets at flight ops cleaned, and there will be a FAA airport inspection in the spring. Richard's goal is to create an airport business center.
- Public Works – ADA ramps are all completed and sanding materials is done. They have purchased a 250 gallon water accumulation tank to help with the Murray water situation that will be located at the Murray shop. Marble Creek Bridge needs to be repaired and will research a grant to assist with the project. Frosty and Carol will be attending a federal grant writing class tomorrow morning.

The Board met with Vince Peterson and Shannon Atkins with the Shoshone County Transfer Station at 10:00 a.m. to discuss and consider a Solid Waste Sticker Program. Also in attendance was Shoshone County Planning & Zoning Administrator Dan Martinsen, Chanse Watson with the Shoshone News Press and Matt Beehner. Items discussed included the following:

# PROCEEDINGS COUNTY COMMISSIONERS

## SHOSHONE COUNTY, IDAHO

### BOOK 2017

- Overlay for a recreation district for trash collected was briefly
- The goal is to identify customers who pay a county solid waste fee on their taxes and those who are not paying
- A sticker would identify those who are currently paying
- Shannon passed out a sample letter and application for the sticker program with a mass mailing of approximately 6,000
- Two (2) current year stickers would be issued to those who have been assessed a solid waste fee. A maximum of four (4) stickers per parcel would be allowed.
- This would be an ongoing process to upgrade the accuracy of the current list
- More research to develop pros and cons of the program, a resolution implementing the program and a time frame
- Another meeting was scheduled for November 14<sup>th</sup>

The Board met with Shoshone County Sheriff Mike Gunderson at 1:00 p.m. to review, discuss and make a decision on obtaining a Sheriff's Department field office residence in the St. Joe area. Also in attendance was Chanse Watson with the Shoshone News Press. Items discussed included the following:


- This is a step toward the need of a deputy and increase service to the St. Joe area.
- It would decrease the cost of operations with fuel, vehicle maintenance, time, and safety.
- The Sheriff's Department would set up a schedule rotation for deputies.
- If a permanent resident deputy was obtained, housing could be a part of the compensation package.
- Sheriff Gunderson has looked into a mobile home that is available for purchase and it will be presented to the Board once a firm price has been established.
- The County has property in Calder to place the residence.

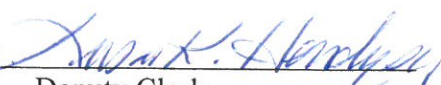
Following discussion and review, a motion was made by Commissioner Huber, seconded by Commissioner Hansen to move forward with establishing the field office on the St. Joe and the purchase of a mobile home. The motion carried unanimously.

The Board met with Frost Greenfield and Carol Young with the Shoshone County Public Works Department and Charlie and Gayle Tryon at 2:00 p.m. to thank the Tryon's for the movies in the park project that they provide to the community.

Thereafter, the meeting adjourned.

ATTEST Peggy White  
County Clerk

Approved:   
Chairman

By:   
Deputy Clerk

# PROCEEDINGS COUNTY COMMISSIONERS

## SHOSHONE COUNTY, IDAHO

### BOOK 2017

Wednesday, November 1, 2017

The Board met pursuant to recessing Tuesday, October 31, 2017.

Present:

Commissioners: Jay Huber

Mike Fitzgerald

John Hansen

Deputy Clerk: Susan K. Hendrixson

The following proceedings were had to-wit:

The Board convened at 9:30 a.m. and the meeting was called to order. Also in attendance was Shoshone County Clerk Peggy White. The consent agenda was reviewed for consideration as follows:

#### OLD BUSINESS:

1. Consideration and Decision of the Minutes of the Commissioners' Public Agenda Session dated Monday, October 23 to Friday, October 27, 2017.

#### NEW BUSINESS:

1. **Consent Agenda** – (These items will be enacted by one motion unless requested by a Commissioner that one of more items be removed for separate discussion.)
  - 2018 Beer, Wine Liquor Licenses – Approved as presented
  - Pre-Pay Bills – Approved as presented
  - Administrative Services Agreement with Benefits Exchange Northwest – Approved as presented – Item removed for separate discussion.
2. Executive Session: Indigent Cases: Consideration and Decision. Executive Session ID Code 74-206(d) –Indigent Cases #2017-173 and #2017-174/Approved, and Cases #2017-156 and #2017-165/Denied

A motion was made by Commissioner Hansen, seconded by Commissioner Fitzgerald to approve the consent agenda as presented with specific items addressed as indicated and the Administrative Services Agreement removed for separate discussion. The motion carried unanimously.

#### 2018 Beer, Wine & Liquor Licenses

#06	Midway Bar & Grill LLC	Osburn	Beer/Liquor
#07	Barbara Wood Baker/Red Light Taco	Wallace	Beer/Liquor
#08	Grannis Petroleum Gas Mart	Osburn	Beer/Retail Wine
#09	WGG Store #102, LLC/Steins Kellogg Market	Kellogg	Beer/Retail Wine
#10	WGG Store #103, LLC/Steins Osburn Market	Osburn	Beer/Retail Wine
#11	Walmart Stores #4249	Smelterville	Beer/Retail Wine
#12	Morning Club, Inc.	Mullan	Beer



# PROCEEDINGS COUNTY COMMISSIONERS

## SHOSHONE COUNTY, IDAHO

### BOOK 2017

The Board reviewed and discussed the Administrative Services Agreement with Benefits Exchange Northwest with Shoshone County Clerk Peggy White. Items discussed included the following:

- Peggy White has talked with Blue Cross of Idaho and with Tracey Yost with Benefits Northwest and there are some inconsistencies with contract language in regard to 90 vs. 30 day employee coverage upon termination. Can the language in the Blue Cross contract be changed to meet the needs of the county payroll process? There is also concern on the reconciliation process with Blue Cross billing and payroll.
- The administrative control on employee accounts for payroll staff needs to be discussed with Benefits Exchange Northwest for accessibility.
- Possible training with Benefits Exchange Northwest and payroll staff for simplification of reporting.

A motion was made by Commissioner Huber, seconded by Commissioner Hansen to table this item for further clarification. The motion carried unanimously.

The Board convened at 10:00 a.m. to review proposals and make a decision for website redesign and hosting for Shoshone County. Proposals were received as follows:

- Surf's Up Internet Marketing – total website redesign was \$2,940. Updates made to the site by Surf's up will be billed at \$49 per hour after the site has been completed. The bid did not include hosting for three (3) years (\$142.20). They are based in Lewiston, ID.
- In The Flow Web Design – design and developed was \$600 with a \$60 per month support and maintenance retainer and \$96 per month for web hosting. They are based in Lewiston, ID.
- GravisTech – total for website design to included training Shoshone County staff to manage is \$3,932. It also included \$50 per month for Hosting. They are based in Wallace, ID.

Following further discussion and review, a motion was made by Commissioner Hansen, seconded by Commissioner Fitzgerald to approve the proposal from GravisTech in the amount of \$3,932 for redesign of the County website, not to include the \$50 per month hosting at this time. The motion carried unanimously.

The Commission reviewed and approved the following report as presented. The following bills or claims against the County were examined and allowed; and in payment of the same the County Auditor is hereby authorized and directed to issue warrants/checks on the following viz:

### CHECKS

001	Current Expense	\$331,419.98
002	Road	\$114,646.03
006	District Court	\$29,708.73

PROCEEDINGS COUNTY COMMISSIONERS

SHOSHONE COUNTY, IDAHO

BOOK 2017

016	Indigent	\$7,346.01
020	Appraisal	\$16,153.90
023	Solid Waste	\$30,843.69
052	Airport	\$2,374.21
056	Emergency 911	\$5,028.61
9101	Auditor's Trust	\$5,237.52
9110	Title III Trust New 2009	\$5,026.48
	TOTAL:	\$547,785.16

STATE OF IDAHO                    )  
  ) ss.  
County of Shoshone                )

We, the Shoshone County Commissioners, being duly sworn do hereby certify and declare that we have reviewed the demands enumerated and referred to in the foregoing register and that the same are to the best of our knowledge accurate and are just claims against the County and that there are funds available for payment thereof in the County Treasury.

APPROVED for distribution as of 10/31/17

s/Mike Fitzgerald  
Commissioner

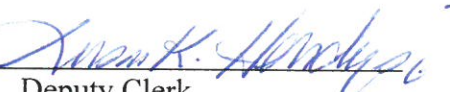
s/John Hansen  
Commissioner

s/Jay Huber  
Commissioner

Thereafter, the meeting adjourned.

ATTEST Peggy White  
County Clerk

Approved:   
Chairman

By:   
Deputy Clerk

**PROCEEDINGS COUNTY COMMISSIONERS**

**SHOSHONE COUNTY, IDAHO**

**BOOK 2017**

Thursday, November 2, 2017

The Board met pursuant to recessing Wednesday, November 1, 2017.

Present:

Commissioners: Jay Huber

Mike Fitzgerald

John Hansen

Deputy Clerk: Susan K. Hendrixson

The following proceedings were had to-wit:

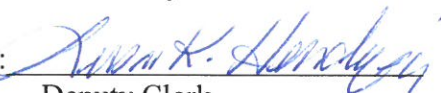
The Board participated in an EPA conference call on the Kalispel Tribe Air Quality at 10:15 a.m.

Commissioner Fitzgerald met with an Idaho Attorney General's office representative at 2:00 p.m. in Executive Session ID Code 74-206(f).

Thereafter, the meeting adjourned.

ATTEST Peggy White  
County Clerk

Approved:   
Chairman

By:   
Deputy Clerk



**PROCEEDINGS COUNTY COMMISSIONERS**

**SHOSHONE COUNTY, IDAHO**

**BOOK 2017**

Friday, November 3, 2017

Not a regular meeting day of the Board of Commissioners.

Present:

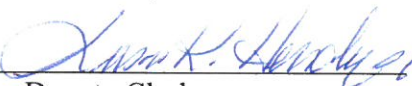
Commissioners:

Deputy Clerk:

The following proceedings were had to-wit:

ATTEST Peggy White  
County Clerk

Approved:   
Chairman

By:   
Deputy Clerk