

**PROCEEDINGS COUNTY COMMISSIONERS**

**SHOSHONE COUNTY, IDAHO**

**BOOK 2018**

Monday, November 5, 2018

The Board met pursuant to recessing Wednesday, October 31, 2018.

Present:

Commissioners: Jay Huber

John Hansen

Deputy Clerk: Susan K. Hendrixson

The following proceedings were had to-wit:

The Board convened at 10:00 a.m. for a 2018 Beer, Wine & Liquor License Transfer. A motion was made by Commissioner Huber, seconded by Commissioner Hansen to approve the license transfer as presented. The motion carried.

#82 Daniel & Amanda Ghiata/Moose Creek Grill Kellogg Beer/Wine by Drink

Thereafter, the meeting adjourned.

ATTEST Peggy White  
County Clerk

Approved:   
Chairman

By:   
Deputy Clerk

**PROCEEDINGS COUNTY COMMISSIONERS**

**SHOSHONE COUNTY, IDAHO**

**BOOK 2018**

Tuesday, November 6, 2018

The Board met pursuant to recessing Monday, November 5, 2018.

Present:

Commissioners: Jay Huber  
Mike Fitzgerald  
John Hansen

Deputy Clerk: Susan K. Hendrixson

The following proceedings were had to-wit:

The Board met with Shoshone County Prosecuting Attorney Keisha Oxendine at 9:00 a.m. to discuss, review and consider department painting invoices. The request is to have the supplies invoice in the amount of \$147.43 paid from the County Building Maintenance Fund. A motion was made by Commissioner Hansen, seconded by Commissioner Huber to pay the invoice as presented from the County Building Maintenance Fund #1-10-449. The motion carried unanimously.

The Board convened at 10:00 a.m. for a Solid Waste Department bid opening for two (2) aluminum solid waste trailers. Also in attendance were Vince Peterson and Shannon Atkins with the Solid Waste Department. Solicitations for bids were sent to Wilkens Industries, Western Trailers, and Interstate Manufacturing. Two (2) bids were received - one from Interstate Manufacturing in the amount of \$82,733.98 each, and one from Wilkens Industries in the amount of \$91,000.00 each. Following review and discussion, a motion was made by Commissioner Huber, seconded by Commissioner Fitzgerald to accept the bid from Interstate Manufacturing as presented. The motion carried unanimously.

**RESOLUTION 2018-38**

**A RESOLUTION ACCEPTING BID FOR SOLID WASTE  
DEPARTMENT – ALUMINUM TRANSFER TRAILERS  
SHOSHONE COUNTY, STATE OF IDAHO**

WHEREAS, Idaho Code 67-2806 states “When a political subdivision contemplates an expenditure to purchase or lease personal property or to procure services, valued in excess of fifty thousand dollars (\$50,000) but not to exceed one hundred thousand dollars (\$100,000), the procurement procedures of this subsection (1) shall apply; and

WHEREAS, solicitations for bids were sent to the following vendors:

- 1) Wilkens Industries Inc.  
184 South Count Rd.22  
Morris, MN 56267  
dougs@wilkens-ind.com

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- 2) Western Trailers  
6214 E Broadway Ave.  
Spokane, WA 99212  
khannum@westerntrailers.com
- 3) Interstate Manufacturing Inc.  
231 West 50 South  
Rupert, ID 83350  
imcoid\_kevan@pmt.org

WHEREAS, a bid opening was scheduled for Tuesday, November 6, 2018 at 10:00 a.m. and bids were submitted as follows:

- 1) Wilkens Industries  
\$91,000.00 each
- 2) Interstate Manufacturing Inc.  
\$82,733.98 each

NOW THEREFORE, BE IT RESOLVED that pursuant to Idaho Code 67-2806, the Shoshone County Board of Commissioners accepts the bid from Interstate Manufacturing, Inc. as presented.

DATED this 6th day of November 2018.

BOARD OF COUNTY COMMISSIONERS

s/Mike Fitzgerald  
Mike Fitzgerald, Chairman

s/John Hansen  
John Hansen, Commissioner

s/Jay Huber  
Jay Huber, Commissioner

ATTEST:

s/Susan K. Hendrixson  
Susan K. Hendrixson  
Deputy Clerk

**PROCEEDINGS COUNTY COMMISSIONERS**

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**BOOK 2018**

The Board met with Carol Young and Karey Eddy with the Sick Leave Bank Committee at 11:00 a.m. to discuss, review and consider amendments to the Sick Leave Bank Policy. A couple of items discussed were employees being able to donate unused sick leave upon employment separation and sick leave bank accumulation maximum balance. Revising the wording couple of section in the Sick Leave Bank Policy dated 10-17-2017 were discussed. Following review and discussion, a motion was made by Commissioner Fitzgerald, seconded by Commissioner Hansen to approve the amendments to the Sick Leave Bank Policy dated 10-17-2017 and discussed. The motion carried unanimously.

**RESOLUTION 2018-39**

**RESOLUTION TO AMEND SHOSHONE COUNTY  
EMPLOYEE SICK LEAVE BANK POLICY**

WHEREAS, on December 6, 1993, and as amended thereafter, the Shoshone County Board of Commissioners adopted the Shoshone County Sick Leave Bank Policy, which provided employees who qualified for membership in the Bank additional sick leave days up to a maximum of 12 weeks in order to recover from temporary non-occupational illness/disabilities when they have complied with the regulations in the Sick Leave Bank Policy; and

WHEREAS, the Sick Leave Bank Committee met with the Board of Commissioners on Tuesday, October 30, and Tuesday, November 6, 2018 to review the current policy; and

WHEREAS, further clarification is needed in the policy.

NOW, THEREFORE, be it resolved by the Shoshone County Board of Commissioners to amend the wording of the Sick Leave Bank Policy as recommended and reviewed with the Sick Leave Bank Committee – amended Sick Leave Policy attached.

APPROVED by Shoshone County Board of Commissioners this 6th day of November 2018.

BOARD OF COUNTY COMMISSIONERS

s/Mike Fitzgerald  
Mike Fitzgerald, Chairman

s/John Hansen  
John Hansen, Commissioner

s/Jay Huber  
Jay Huber, Commissioner

**BOOK 2018-11-6**

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ATTEST:

s/Susan K. Hendrixson  
Susan K. Hendrixson  
Deputy Clerk

**SHOSHONE COUNTY  
SICK LEAVE BANK POLICY**

Amended: 11-06-2018

**PURPOSE**

The purpose of the Sick Leave Bank shall be to provide full-time regular and part-time regular employees who qualify by membership in the Bank with the additional sick leave days needed at half the rate of their hourly wage for a maximum of 12 weeks in a 12-month period, to recover from a temporary non-occupational illness/disability. The Bank shall not be used as a reserve for time lost due to short term illness/accident of less than ten (10) working days; for time lost due to illness in the family; bereavement; for occupational illness/disability; for any purpose other than the personal illness of the employee.

**ADMINISTRATION**

The Sick Leave Bank shall be governed by the Shoshone County Board of Commissioners and administered by the Sick Leave Council in conformance with the regulations set forth in this policy. The Sick Leave Council shall be composed of ten members, one from each of the following departments; Clerk, Treasurer, Assessor, Sheriff, Prosecuting Attorney, Public Works, Solid Waste and Road Districts #1, #2, #3. In the event that a council member cannot attend a meeting, the Sick Leave Council will recognize a substitute to attend the meeting.

The Council members shall be elected by Department employees from each of the above departments on October 1 of each year. Retiring officers must stay in as representative for one (1) year.

Mid-term vacancies shall be filled by election from the department employees from the department they are employed in and the Appointee shall fill that vacancy.

The Sick Leave Council Members will elect a chairperson. The Sick Leave Council shall annually review and/or revise this policy. Any changes, additions or deletions to the Sick Leave Bank Policy shall be approved by the Board of County Commissioners by Resolution.

The Council members serve with the understanding that all information that each member receives by and because of his/her status as a Council member is confidential and may not be disclosed to any person outside of the Council meetings. Disclosure of confidential information may result in removal from office and possible disciplinary proceedings being instituted against him/her. All Council members are required to sign a Confidentiality Agreement prior to being allowed to serve on the Council.

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#### ELIGIBILITY FOR MEMBERSHIP

Membership in the Sick Leave Bank shall be extended to any full-time regular and part-time regular employees of Shoshone County who has donated one (1) day of personal sick leave at the formation of the Sick Leave Bank.

Thereafter, membership shall be extended as follows:

1. Membership in the Sick Leave Bank will be extended to new employees within thirty (30) calendar days after initial employment by Shoshone County and upon the donation of one (1) day of sick leave within sixty (60) days of employment.
2. Open enrollment in the Sick Leave Bank will be extended to any employee, who has previously waived enrollment and is currently accruing benefits, in the month of September each year. Eligibility for Bank benefits will be effective October 1 for that same year, except for the initial policy year. The enrollment form, a copy attached and incorporated herein, authorizing the transfer of a personal sick leave day to the Bank fund must be signed and returned to the Payroll Department of the Clerk/Auditors office before the employee becomes a member of the Sick Leave Bank.
3. **Members will need to sign a new enrollment application each fiscal year.**

#### MEMBERSHIP

Employees who donate one (1) day of accumulated personal sick leave to the Sick Leave Bank upon formations of the Bank or during the enrollment period, as specified in "Eligibility for Membership", shall be members of the Bank and be eligible for its benefits. A list of current Sick Leave Bank members shall be published by the Clerk/Auditors office and given to the Sick Leave Council on a monthly basis unless no changes have occurred. This list shall be considered the official membership Roll.

#### DONATION

Donations to the Sick Leave Bank shall conform to the following regulations:

1. An employee donating one (1) day of accumulated personal sick leave at the formation of the Sick Leave Bank, during the open enrollment period or within sixty (60) days of initial employment with Shoshone County shall be a current member and shall continue as a current member until it is necessary to call for a special assessment.
2. Days donated to the Bank shall be non-returnable to the donor as personal sick leave in the event of termination of Bank membership or separation from Shoshone County.
3. Days may only be donated at the open enrollment/initial sign-up, special assessment **or at the time of employee separation. No other donations are allowed.**
4. **A Sick Leave Bank Member may contribute additional personal sick leave above the initially donated one (1) day of sick leave per year or special assessment, at the time of employee separation by signing the Employee Separation Contribution Form.**

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5. **Any Shoshone County Employee, with good employment status, may contribute additional personal sick leave at the time of employee separation by signing the Employee Separation Contribution Form.**

#### MAXIMUM CAPACITY

The Sick Leave Bank shall accumulate unused Bank days **with no** maximum capacity.

#### SPECIAL ASSESSMENT

If the Bank's accumulated unused days drops to one-half (1/2) the Bank's currently enrolled members, the Clerk/Auditors office will notify the Sick Leave Council that a special assessment, consisting of one (1) personal sick leave day per current member must be made. The Sick Leave Council will then distribute and collect donation forms. Upon return of the donation forms, the Clerk/Auditors office will deduct the sick leave day from the Donors personal account.

An employee may donate only one (1) day at open enrollment and the special assessment shall be for only one (1) day. Any current member not donating a day to the special assessment when the member has sick leave days available shall be dropped from the Sick Leave Bank. Current members who have no accumulated personal sick leave shall continue as current members without penalty, but must donate one (1) day within 60 days of the new fiscal year and that day will be transferred to the Sick Leave Bank.

#### MAXIMUM WITHDRAWAL

The maximum number of hours that shall be approved for withdrawal shall not exceed the Bank's total available hours.

#### EMPLOYEE USE OF THE SICK LEAVE BANK

Members of the Sick Leave Bank shall conform to the following regulations when requesting the use of Bank days:

1. To qualify for Sick Leave Bank usage, an employee must first satisfy the following three (3) requirements:
  - a. Time lost due to illness/disability must exceed ten (10) working days.
  - b. All accrued personal sick leave, vacation and comp hours must be exhausted.
  - c. Documentation by the employee that a known illness/injury did not exist prior to initial Sick Leave Bank enrollment.

The transfer of Sick Leave Bank hours will occur beginning on the 11<sup>th</sup> day following the onset of the illness/disability or upon the exhaustion of all accumulated personal sick leave, vacation and comp hours whichever occurs last.

2. The employee or family member when the employee is physically incapable shall secure a written statement of the illness from the employee's physician to protect the Sick Leave



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3. Bank and Shoshone County from malingering and false claims of illness. Said statement shall include: Verification of the illness/disability; date of onset of illness/disability; projected recovery period; estimated date of return to work and next scheduled visit with a doctor. An update must be given to the employee's elected official in intervals of thirty (30) calendar days; the elected official will then forward the updated information to the Sick Leave Council within five (5) working days.
4. The physician's statement must be attached to the "Employee Application to the Sick Leave Bank", a copy attached and incorporated herein and given to the employee's elected official or supervisor. The Official shall complete the remainder of the application, obtain the required verification from the Clerk/Auditors office, make a recommendation and submit the completed application and physician's statement to the Sick Leave Council Chairperson (or Sick Leave Council Secretary in the Chairpersons absence) within five (5) working days.
5. The Sick Leave Bank Council shall approve or disapprove the request within five (5) working days of receipt of the application.
6. If the employee's request is approved, transfer of the approved number of days from the Sick Leave Bank to the employee shall be made, as used during the pay period.

If an employee's request is denied, the employee does have the option to ask for one (1) re-hearing within five (5) days from the date of the denial with the Sick Leave Council. Upon request the re-hearing must be held within five (5) working days. Upon rehearing, the decision of the Sick Leave Council is final and the employee has no further right to an appeal.

Any personal sick leave hours vacation and comp hours accrued by an employee, while being compensated through the Sick Leave Bank, shall be used in the next pay period prior to the transfer of any additional Sick Leave Bank hours.

7. The maximum number of Sick Leave Bank days in a 12-month period available to an employee, for any total illness/disability, is 60 days at half of the employee's hourly wage. More clearly defined as an eight (8) hour day employee would be allowed a maximum of 240 hours from the Sick Leave Bank; a seven (7) hour day employee would be allowed a maximum of 210 Sick Leave Bank hours. Bank grants shall end on the employee's last date of employment if the employee separates from employment with the County for any reason. The 12-month period is determined using a "rolling" 12-month



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8. period measured backward to the date an employee first uses any Sick Bank leave. Therefore, if the employee has used any Sick Leave Bank days within the previous 12-month period, his/her available days are reduced by the number of hours previously used in that period. In the interests of fairness, it is the intent of the County that an employee only be allowed 12 weeks of sick Bank days within any 12-month period.
9. The employee's request should be with the understanding that the Committee's decision is final.
10. It shall be the responsibility of the applicant and/or the applicant's representative to get the required paperwork to their department for the sick Leave Banks review. This needs to be submitted by the 15<sup>th</sup> of the month to be considered for that month's payroll. All claims must be filed within sixty (60) days of the initial date of the illness or injury.

Effective 12-06-93 by Shoshone County Commissioners Resolution No. 93-87 and amended by Resolution No. 94-37 and amended by Resolution No. 2000-06 01/11/2000 and amended by Resolution No. 2001-22 07/17/2001 and amended by Resolution 2002-07 02/13/02 and amended by Resolution No. 2010-49 10/25/2010, and Resolution No. 2015-36 10/21/2015 and Resolution No. 2017-41 10/17/2017 and **Resolution No. 2018-39 11/6/2018.**

Commissioners Huber and Hansen convened at 1:30 p.m. for a Shoshone County Groomer Board bid opening for a trail groomer snow vehicle. The Shoshone County Groomer Board is trying to apply for a grant through the Idaho Department of Parks & Recreation for the purchase of a used groomer to replace their 1997 groomer. Request For Proposals were sent via email on October 23, 2018 to the following:

- Track Inc./Rhineland, WI
- Track Inc./Newport, VT
- Sales Unlimited/Weiser, ID
- Tucker Sno-Cat/Medford, OR

Bids with the minimum specifications and proof that a Buy America certificate can be provided were to be submitted before the bid opening scheduled for today. Bids were received as follows:

- 1) Tucker Sno-Cat Corporation  
Medford, OR  
2005 2000E-38-6 Tucker Sno-Cat – Used Approx.2000 Hours  
\$28,000.00 – FOB Wallace  
Buy America Certificate - Provided

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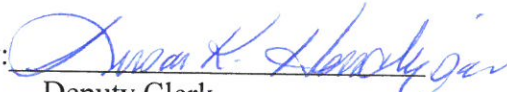
- 2) Sales Unlimited (3 bids presented)  
Weiser, ID  
\*2008 Tucker Terra 2000E 30-6 185, 26" Terra Tracks – Used 2161 Hours  
\$90,000 - FOB Weiser, ID  
\*2007 Tucker Terra 2000E 30-6 185, 30" Terra Tracks – Used 2611 hours  
\$85,000.00 – FOB Weiser, ID  
\*2006 Tucker Terra 2000E 28-6 185, 26" Terra Tracks  
\$80,000.00 – FOB Weiser, ID  
Buy America Certificate – Not Provided

Following review and discussion, a motion was made by Commissioner Huber, seconded by Commissioner Hansen, to take the bids under advisement and review with the Shoshone County Groomer Board. The motion carried.

Thereafter, the meeting adjourned.

ATTEST Peggy White  
County Clerk

Approved:   
Chairman

By:   
Deputy Clerk

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**SHOSHONE COUNTY, IDAHO**

**BOOK 2018**

Wednesday, November 7, 2018

The Board met pursuant to recessing Tuesday, November 6, 2018.

Present:

Commissioners: Jay Huber

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. The consent agenda was reviewed for consideration as follows:

CHANGES TO AGENDA: A motion was made by Commissioner Hansen, seconded by Commissioner Huber to move the Petition for Validation to next week's agenda for consideration and to add the Shoshone County Treasurer statement of cash balances to today's consent agenda. The motion carried.

PUBLIC COMMENT: There were no public comments presented.

OLD BUSINESS:

1. Consideration and Decision of the Minutes of the Commissioners' Public Agenda Session dated Monday, October 29 to Friday, November 2, 2018.

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.)
  - Beer, Wine & Liquor Licenses
  - Shoshone County Pre-Pays
  - Petition for Validation – Trapper Creek Road – Moved to next week's agenda.
  - Offer to purchase County surplus vehicle – 1998 Dodge Ram 1500 – This vehicle was advertised for a bid opening on Wednesday, October 24, 2018 and no bids were received. Two over-the-counter bids were received as follows: Zach Ayers - \$500.00, and Mark Berger - \$1,000.00. The bid for \$1,000.00 from Mark Berger was accepted.
  - *Shoshone County Treasurer statement cash balances report as of 10/31/2018*

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2. Executive Session: Indigent Cases: Consideration and Decision. Executive Session ID Code 74-206(d) – Indigent Cases #2018-184 and #2018-181/Approved

A motion was made by Commissioner Hansen, seconded by Commissioner Huber to approve the consent agenda as presented with specific items addressed as indicated. The motion carried unanimously.

2019 Beer, Wine & Liquor Licenses

#20	Grannis Petroleum Gas Mart	Osburn	Beer/Retail Wine
#21	WGG Store #102/Steins Kellogg	Kellogg	Beer/Retail Wine
#22	WGG Store #103/Steins Osburn	Osburn	Beer/Retail Wine
#23	CE Littlejohn, Inc./The Bedroom Goldmine	Murray	Beer/Liquor
#24	S&W Ops, LLC/Galena Ridge Golf Course	Kellogg	Beer/Retail Wine
#25	F&B, LLC/Noahs	Kellogg	Beer/Liquor
#26	Dayrock, Inc.	Wallace	Beer/Liquor
#27	Barneys Harvest Food	Pinehurst	Beer/Retail Wine

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	\$104,515.01
002	Road	\$310,685.20
004	Ambulance/EMS	\$11,500.00
006	District Court	\$3,071.46
010	Self Insurance Fund	\$10,218.23
011	Public Health District	\$11,119.68
012	Historical Society	\$79.10
016	Indigent	\$28,961.49
020	Appraisal	\$28.19
023	Solid Waste	\$24,328.56
027	Weed	\$150.00
038	Waterways	\$140.00

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052	Airport	\$2,640.22
055	Fish Hatchery	\$159.53
056	Emergency 911	\$2,015.12
9101	Auditor's Trust	\$22.96
9105	Interlock & Monitor Device	\$279.00
9110	Title III Trust – New 2009	\$9,681.83
9184	Court Trust	\$1,479.40
9183	Support Trust	\$2,955.65
9186	Motor Vehicle Trust	\$396.05
9192	IDL Fire Grants	\$28,500.00
9205	Miscellaneous Grants	\$950.09
9219	Drug Court Program	\$330.00
9220	Stop Grant	\$2,500.00
9235	ITD Express Bus	\$11,396.44
9240	Environmental Airport Study	\$2,961.53
	TOTAL:	\$571,064.74

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 11/07/18

s/John Hansen  
Commissioner

s/Jay Huber  
Commissioner

**PROCEEDINGS COUNTY COMMISSIONERS**

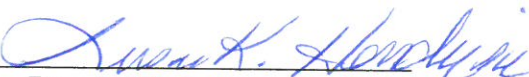
**SHOSHONE COUNTY, IDAHO**

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Thereafter, the meeting adjourned.

ATTEST Peggy White  
County Clerk

Approved:   
Chairman

By:   
Deputy Clerk



**PROCEEDINGS COUNTY COMMISSIONERS**

**SHOSHONE COUNTY, IDAHO**

**BOOK 2018**

Thursday, November 8, 2018

The Board met pursuant to recessing Wednesday, November 7, 2018.

Present:

Commissioners: Jay Huber

Mike Fitzgerald

John Hansen

Deputy Clerk: Susan K. Hendrixson

The following proceedings were had to-wit:

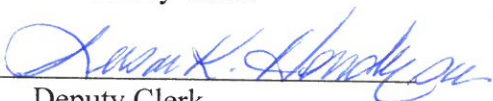
The Board convened at 10:00 a.m. as a Board of Canvassers to canvass votes from the November 6, 2018 general election pursuant to Idaho Code 34-1205. A motion was made by Commissioner Huber, seconded by Commissioner Fitzgerald to approve the Election Abstract for the November 6, 2018 consolidated election prepared and presented by the Shoshone County Clerk. The motion carried. Commissioner Hansen abstained.

Mike Gunderson, Sheriff of Shoshone County, State of Idaho, appointed, Alex Hughes, Patrol Deputy, in and for Shoshone County, State of Idaho, effective October 29, 2018.

Thereafter, the meeting adjourned.

ATTEST Peggy White  
County Clerk

Approved:   
Chairman

By:   
Deputy Clerk

**PROCEEDINGS COUNTY COMMISSIONERS**

**SHOSHONE COUNTY, IDAHO**

**BOOK 2018**

Friday, November 9, 2018

Not a regular meeting day of the Board of Commissioners.

Present:

Commissioners:

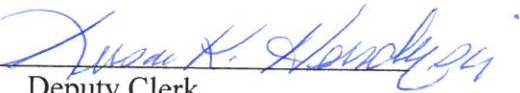
Deputy Clerk:

The following proceedings were had to-wit:

The Board attended the Idaho Association of Counties District 1 meeting at Kootenai County Administration office at 10:00 a.m.

ATTEST Peggy White  
County Clerk

Approved:   
Chairman

By:   
Deputy Clerk