



Bonner County

Board of Commissioners

District 3

Steve Bradshaw

Asia Williams

MINUTES FOR THE BONNER COUNTY BOARD OF COMMISSIONERS' MEETING

September 17, 2024 – 9:00 A.M.

Bonner County Administration Building
1500 Hwy 2, Room 338, Sandpoint, ID

On Tuesday, September 17, 2024, the Bonner County Commissioners met for their regularly scheduled meeting with Commissioners Williams, and Bradshaw present. Commissioner Bradshaw called the meeting to order at 9:00 a.m. The Invocation was presented by Ken Lawrence and the Pledge of Allegiance followed.

ADOPT ORDER OF THE AGENDA AS AMENDED

Commissioner Bradshaw stepped down from the chair and made a motion to remove the Sheriff's Office item for \$40k. Commissioner Williams seconded the motion to advance for discussion. Commissioner Bradshaw – Aye; Commissioner Williams – Nay.

Commissioner Williams made a motion to amend the order of the agenda by adding the Solid Waste Action Item: Discussion/Decision Regarding North Idaho Community Change Grant Program. Commissioner Bradshaw stepped down from the chair and seconded the motion. All in favor. The motion carries.

CONSENT AGENDA – Action Item

- 1) Bonner County Commissioners' Minutes for September 3, 2024
- 2) Plats for Approval: MLD0015-24, Marshall Acres; MLD0031-24, Bluegrass Meadows; MLD0036-23, Replat of Lot 1 Uryadi; MLD0026-24, Dawson Subdivision
- 3) Invoice(s) Over \$5k: District Court (Confidential); Sheriff (*added after 9:00 a.m. 09/13/2024*)

Commissioner Williams made a motion to adopt the consent agenda as presented. Commissioner Bradshaw stepped down from the chair and seconded the motion. Discussion regarding the fence for the Sheriff's Office. All in favor. The motion carries.

CLERK – Michael Rosedale

- 1) Action Item: Discussion/Decision Regarding FY24 Claims in Batch #25, Totaling **\$1,724,696.00**
Commissioner Williams made a motion to approve payment of the FY24 Claims in Batch #25, Totaling \$1,724,696.00. Commissioner Bradshaw stepped down from the chair and seconded the motion. All in favor. The motion carries.
- 2) Action Item: Discussion/Decision Regarding FY24 EMS Claims in Batch #25, **Totaling \$20,475.71**
Commissioner Williams made a motion to approve payment of the FY24 EMS Claims in Batch #25, Totaling \$20,475.71. Commissioner Bradshaw stepped down from the chair and seconded the motion. All in favor. The motion carries.

HUMAN RESOURCES & CLERK – Alissa Clark

- 1) Action Item: Discussion/Decision Regarding Changes to Accountant/Accounts Receivable and Senior Account Clerk/Accounts Payable Job Descriptions

Commissioner Williams made a motion to approve the changes to the following job descriptions: Accountant/Accounts Receivable and Senior Account Clerk/Accounts Payable to align with department needs. Commissioner Bradshaw stepped down from the chair and seconded the motion. All in favor. The motion carries.

HUMAN RESOURCES – Alissa Clark

1) Action Item: Discussion/Decision Regarding TPA with Pacific Source

Commissioner Williams made a motion to table the renewal documents for Pacific Source TPA Amendment #1 for 10/2024. Commissioner Bradshaw stepped down from the chair and seconded the motion. All in favor. The motion carries.

2) Action Item: Discussion/Decision Regarding HSA and Medical 1500 Plan Documents

Commissioner Williams made a motion to table the renewal of the Pacific Source Plan Documents for the HSA and 1500 medical plans. Commissioner Bradshaw stepped down from the chair and seconded the motion. All in favor. The motion carries.

ASSESSOR – Dennis Engelhardt

1) Action Item: Discussion/Decision Regarding Destruction of Records; **Resolution**

Commissioner Williams made a motion to approve Destruction of Records August 2024, Resolution #24-62.

Commissioner Bradshaw stepped down from the chair and seconded the motion. All in favor. The motion carries.

PROSECUTOR – Bill Wilson

1) Action Item: Discussion/Decision Regarding Legal Services Agreement, Murphey Law Offices, PLLC

Commissioner Williams made a motion to approve the limited engagement agreement with Murphey Law Offices, PLLC. Commissioner Bradshaw stepped down from the chair and seconded the motion. All in favor. The motion carries.

SHERIFF – Daryl Wheeler

1) Action Item: Discussion/Decision Regarding Rental Services Agreement; Cintas

Commissioner Williams made a motion to accept and approve the rental service agreement. I further move for the Chairman to sign the Agreement Document administratively. Commissioner Bradshaw stepped down from the chair and seconded the motion. All in favor. The motion carries.

ROAD & BRIDGE – Jason Topp

1) Action Item: Discussion/Decision Regarding Project Line-Item Allocation Change

Commissioner Williams made a motion to approve the revision to the memo place on July 9th, 2024, for the Moore Creek project on Dufort Road and the funds for this project allocated as presented on this memo. Commissioner Bradshaw stepped down from the chair and seconded the motion. All in favor. The motion carries.

PARKS & WATERWAYS – Matt Zoeller

1) Action Item: Discussion/Decision Regarding Garfield Bay Campground; Annual Fishing Derby

Commissioner Williams made a motion, pending approval from legal and risk, to approve the open public access of Garfield Bay Campground September 20th-22nd and October 25th-27th. Brief discussion with legal. Commissioner Bradshaw stepped down from the chair and seconded the motion. All in favor. The motion carries.

AIRPORT – Dave Schuck

1) Action Item: Discussion/Decision Regarding Construction Contract with J7 Contracting for Construction of Apron and Taxilane at Priest River Airport

Commissioner Williams made a motion that Bonner County agree to this contract and that the Chair sign administratively. Commissioner Bradshaw stepped down from the chair and seconded the motion. All in favor. The motion carries.

PLANNING – Tyson Lewis & Robert Winningham

- 1) Action Item: Discussion/Decision Regarding Time Extension Request – Long Plat -File S0002-22 – Cedar Park 2nd Addition

Commissioner Williams made a motion to approve a time extension of Cedar Park 2nd Addition, file S0002-22, the date September 25, 2026. Commissioner Bradshaw stepped down from the chair and seconded the motion. All in favor. The motion carries.

- 2) Action Item: Discussion/Decision Regarding SS0007-21 – Happy Meadows 2nd Addition (Lots 1-10), Final Plat

Commissioner Williams made a motion to approve the final plat of Happy Meadows 2nd Addition, Planning File No. SS0007-21 and authorize the chair to sign the final plat. Commissioner Bradshaw stepped down from the chair and seconded the motion. All in favor. The motion carries.

SOLID WASTE – Bob Howard

- 1) Action Item: Discussion/Decision Regarding North Idaho Community Change Grant Program
Commissioner Bradshaw stepped down from the chair and made a motion to approve the revised Statutory Partnership and sign administratively. Commissioner Williams seconded the motion. All in favor. The motion carries.

DISTRICT 2 COMMISSIONER DISCUSSION

- 1) Commissioner Chat Review: Summary of the completed chat with information on upcoming chat guests
- 2) Ongoing issues/concern updates
- 3) Litigation
- 4) Workshops pending
- 5) Questions from the public

PUBLIC COMMENT * Opened at 9:38 a.m.

- Jennifer Cramer – Requested that the sign up for public comment in person and online be removed
- Jim Leighty – Commented on the sheriff's office be fenced off, requested that legal thoroughly look into this, this is public property, and security measures should also be in place

Commissioner Bradshaw called a 5-minute recess at 9:42 a.m.

Reconvened at 9:47 a.m.

EXECUTIVE SESSION – Clerk

- 1) Executive Session under Idaho Code § 74-206 (1) (B) Personnel
Action Item: Discussion/Decision Regarding Personnel, Clerk's Office

At 9:47 a.m. Commissioner Williams made a motion to go into Executive Session under Idaho Code § 74-206 (1) (B) Personnel. Commissioner Bradshaw stepped down from the chair and seconded the motion. Roll call vote: Commissioner Williams – Yes; Commissioner Bradshaw – Yes. The motion carries.

Reconvened at 10:02 a.m.

The meeting was adjourned at 10:02 a.m.

The following is a summary of the Board of County Commissioners
Special Meetings, (including Tax Cancellations, Assistance Meetings/Admin and other) Executive Sessions,
Emergency Meetings and Hearings held during the week of September 3, 2024 – September 16, 2024
Copies of the complete meeting minutes are available upon request.

On Tuesday, September 3, 2024, a Special Meeting with Human Resources and the Public Defender was held pursuant to Idaho Code §74-204 (2).

On Wednesday, September 4, 2024, Tax Cancellations were held pursuant to Idaho Code §74-204 (2).

On Friday, September 6, 2024, a Ribbon Cutting for EMS Station #1 and Office Comple was held pursuant to Idaho Code §74-204 (2).

On Friday, September 6, 2024, an Executive Session was held pursuant to Idaho Code §74-206 (1) (C) Real Property.

On Wednesday, September 11, 2024, a Special Meeting with Auditing and Human Resources was held pursuant to Idaho Code §74-204 (2).

On Thursday, September 12, 2024, an Insurance Update was held pursuant to Idaho Code §74-204 (2).

On Thursday, September 12, 2024, a Planning Update was held pursuant to Idaho Code §74-204 (2).

On Monday, September 16, 2024, a Planning Hearing was held pursuant to Idaho Code §74-204 (2).

ATTEST: Michael W. Rosedale

By Asia Williams
Chairwoman, Asia Williams

By Asia Shaeffer
Deputy Clerk

10-1-2024
Date