

**Minutes of Meeting
Strategic Planning
April 17, 2013
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present was Deputy Clerk Brandie Bradley.

- A. Call to Order:** Chairman Tondee called the meeting to order at 2:05 p.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** There were no changes made to the agenda.
- D. Old Business:** There was no old business discussed.
- E. New Business:**
Commissioner Nelson presented the Information Systems (I/S) Capital Plan, outlining projected technology needs for the next five (5) years. Commissioner Nelson felt that it was appropriate to include the I/S Capital Plan as a priority within the Master Plan, as it encompasses all departments within the County. The Board agreed that it would be appropriate to incorporate the I/S Capital Plan as a sub-category in Capital Facilities Planning.

Chairman Tondee advised the Board that the Capital Plan will need further review and discussion, as some of the items that are listed can be scheduled, but others cannot and will need to be planned for accordingly.

Chairman Tondee provided an update on the Impact Fee Analysis, stating that this item is currently on schedule, but needs further review regarding the service area concept.

Commissioner Green reported that Benefits Restructuring is currently progressing in regard to Paid Time Off (PTO). A PowerPoint Presentation is being prepared for delivery to all Kootenai County employees. Commissioner Green emphasized that he has taken into consideration each of the Board members desires and plans, and plans to incorporate these key points into the presentation, while making no promises to the employees. Commissioner Green felt that it is important for employees to understand that PTO will be another component of the Benefit Package offered by Kootenai County, and is separate from the Salary Survey. Commissioner Green stated that the committee will begin meeting with the individual departments in about two weeks, and will conduct an employee survey after each demonstration. If met with a favorable response, PTO will be on track for implementation in Fiscal Year 2014 (upon approval by the Board).

Chairman Tondee expressed the possibility of viewing the Fleet Management project in two stages, designating the refueling station as a separate project. Chairman Tondee has discussed the possibility of using space at the Fairgrounds for this project and believes that this is a possibility. It was discussed that it may be beneficial to construct the refueling station and then later construct the service bays. It will be important to get concurrence with the Sheriff's Office to maximize the benefits of this project. Commissioner Nelson was supportive of looking into software that can track the fleet and maximize purchase and surplus of the vehicles. This project as a whole may result in a newly formed department that will provide fleet management for all County Departments. Chairman Tondee sought help with locating an engineer to assist with the designing process, so he can continue to move forward with this item.

Commissioner Nelson made an inquiry as to when an update would be received on the Jail Growth project. Chairman Tondee advised that this is scheduled for June.

The Board discussed the Existing Facilities Component Workbooks. Chairman Tondee shared information that he has all of the workbooks, but they are hard to manage and they cannot be viewed as one comprehensive spreadsheet. Currently, the workbooks are set up by building and components, and Chairman Tondee is developing a separate spreadsheet that will contain combined information from all of the workbooks.

Commissioner Nelson advised that the Board is making progress on the Facilities Master Plan. The Board will need to hire a Bond Underwriter or Financial Advisor this fall. The Board discussed the benefits and questions that they have in regard to the Bond Underwriter or Financial Advisor's duties and fees. Chairman Tondee will get clarification on the Board's questions. Commissioner Green made a suggestion that this bond issue go to vote during the fall 2014 General Election. Chairman Tondee and Commissioner Nelson expressed a concern that the package may not be ready that soon, as there is still a lot of preparation that needs to be completed. Commissioner Nelson advised that this will be a six (6) to eight (8) month campaign, and should focus on the benefits this will have for the public. Commissioner Green suggested that the Board look at the possibility of hiring a Construction Manager to oversee the project and advocate for the Board.

Commissioner Nelson advised that she has not received a plan from the Airport. Airport Director Greg Delavan has applied for a grant in hopes of hiring a consultant to develop a long term direction for the Airport. The Board agreed that they would like to see a high level vision for the Airport that has some generalized goals. Chairman Tondee will meet with Airport Director Greg Delavan to obtain the information that the Board is requesting.

Commissioner Green excused himself from the meeting at 3:11 p.m.

Commissioner Nelson moved to continue this meeting to Friday, April 19, 2013 at 9:00 a.m. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson:	Aye
Commissioner Green:	Excused
Chairman Tondee:	Aye

The motion carried.

F. Staff Reports: There were no staff reports.

G. Public Comment: This section is reserved for citizens wishing to address the Board regarding a County related issue. There was no public comment.

The meeting was adjourned at 3:11 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Brandie Bradley, Deputy Clerk