

Minutes of Meeting
Relocation of Treasurer & County Assistance Discussion
May 10, 2013
11:00 a.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 were Clerk Cliff Hayes, Chief Deputy Clerk Pat Raffee, County Assistance Manager Todd Rickard, Treasurer Tom Malzahn, Chief Deputy Treasurer Laurie Thomas, Building and Grounds Operations Manager Shawn Riley, and Deputy Clerk Nancy Jones.

A. Call to Order: Chairman Tondee called the meeting to order at 11:02 a.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:

Treasurer Tom Malzahn stated that the idea of an office exchange between the Treasurer's Office and the County Assistance Office has been considered for many years. Mr. Malzahn explained that the current location of the Treasurer's Office creates security concerns due to the proximity to an unsecured exit that leads to a major road. These concerns were validated by a study that was completed about ten (10) years ago as a collaborative effort between the local Federal Bureau of Investigation office, the Sheriff's Office, and the Coeur d'Alene Police Department. In response to their recommendation to relocate the Treasurer's Office, the former County Clerk and Board of Commissioners were presented with this suggestion for an office exchange. The proposal was considered, but ultimately rejected due to a lack of consensus between the Department Heads at that time. Mr. Malzahn and Clerk Cliff Hayes agreed that the suggestion should be reconsidered, as this would place County Assistance in closer proximity to the other offices that are under the direction of the Clerk, and relocate the Treasurer to a more central location within the building.

Mr. Hayes, Mr. Malzahn, Chief Deputy Clerk Pat Raffee, and Building and Grounds Operations Manager Shawn Riley met previously to discuss this proposal. Upon consideration of the scope of the project (including analysis of electrical, structural, internal systems, and construction requirements), the group estimated the potential project cost at about \$200,000, with an additional \$40,000 to \$50,000 for planning and design.

Chairman Tondee expressed concerns that the square footage of the current Treasurer's Office might not be sufficient to meet the needs of County Assistance. Ms. Raffee felt that the space would be sufficient, once the area is redesigned. Ms. Raffee noted that County Assistance must be moved as a collaborative unit in order to continue to function during construction. This requirement, in addition to Health Insurance Portability and Accountability Act (HIPAA) considerations, might require the rental of temporary office space during the construction period. Mr. Riley estimated that the entire project would take six to eight weeks for completion, noting that structural issues could have an effect on the final timeframe and budget.

The Board acknowledged the potential benefits of implementing this office exchange; however, they also voiced strong concerns with reference to the timing and range of the proposal. The Board reflected on the scope of the project, with reference to the long-term needs of both departments, as well as the correlation to existing portions of the Facility Master Plan. Commissioner Nelson suggested widening the scope to include the anticipated renovation of the information desk, and consideration of the area that might eventually be vacated by Reprographics. Commissioner Nelson also broached the idea of framing in unused sections of the third floor, which has been previously discussed as part of the Master Plan. Commissioner Green was opposed to the \$40,000 cost for architectural planning, given the amount already spent to draft similar plans as part of the Facility Master Plan. The Board weighed the immediate benefits of allowing these departments to exchange offices against the advantages of creating a plan that assesses the long-term space needs throughout the administration building. Chairman Tondee suggested that, if the project were postponed until the 2014 bond election, it might be completed as part of the Master Plan, if voters approve the bond. He noted that, if the bond measure fails, the office exchange could still be completed as a smaller scale, fund balance project. However, in response to a question from Commissioner Nelson, he stated that he would not suggest waiting to initiate the project until next fall, as it has already been waiting a significant amount of time for resolution. The Board finally agreed that Commissioner Nelson would work with Legal to draft a Request for Proposal (RFP) for architectural advice on this project. The determined scope of the RFP will incorporate the core office project with the information desk remodel, as well as integration of this potential short-term issue with the longer-term facility master plan.

- 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 11:58 a.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Nancy A. Jones, Deputy Clerk