

**Minutes of Meeting
Commissioners' Debriefing
May 13, 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 were Civil Deputy Prosecuting Attorney Pat Braden and Deputy Clerk Nancy Jones.

A. Call to Order: Chairman Tondee called the meeting to order at 2:20 p.m.

B. Introductions: There were no introductions made.

C. Changes to the Agenda: There were no changes made to the agenda.

D. New Business:

Civil Deputy Prosecuting Attorney Pat Braden came before the Board to discuss the terms of the County Ordinance Codification Contract with Sterling Codifiers, and the potential of transferring that business to Kendig Keast Collaborative. In recent months, the County has been working with Kendig Keast on the modifications to the Unified Land Use Code (ULUC). As part of that project, Kendig Keast will be providing online access to the ULUC ordinances, raising the question as to whether that project could be expanded to include comprehensive web access to Kootenai County Code. The Board directed Mr. Braden to obtain a quote from Kendig Keast, to determine the difference in cost and scope versus the existing agreement with Sterling Codifiers.

Chief Deputy Assessor Rich Houser joined the meeting at 2:28pm. Finance Director Dave McDowell joined the meeting at 2:30pm.

The Board briefly discussed the issue of parcel subdivisions that occur without compliance to the Unified Land Use Code. Mr. Braden agreed to speak with Community Development Director Scott Clark to gather additional information and begin drafting a proposal to resolve this issue. The Board agreed that additional meetings will need to be scheduled in order to discuss this matter. Input from the Clerk, the Recorder's Office, the Assessor's Office, the Legal Department, and Community Development will likely be necessary to resolve the issue.

Mr. Braden exited the meeting at 2:31 p.m.

Commissioner Green raised the topic of Paid Time Off (PTO), explaining that Mr. Houser and Mr. McDowell were in attendance to discuss the PowerPoint presentation that will be given to define PTO to the County employees. Previously, the Board asked for removal of a slide explaining the Commissioner's views on PTO, in order to help ensure unbiased employee input on the subject. Mr. Houser shared his view that Board input is an important aspect of the presentation, because employees have shown specific interest in any views or opinions that may be unique or dissimilar to those of the Committee. Mr. McDowell agreed that the employees have shown specific interest in identifying where the Board members stand with regard to this issue, and that addressing those questions is an important aspect of the presentation. Mr. Houser agreed to work with the Board to avoid ambiguity or misrepresentation of the Board's views. The Board remained firm on the opinion that the inclusion of their comments is a distraction from the issue, and that it could create potential bias. The decision to remove the information from the presentation was sustained.

Mr. Houser and Mr. McDowell exited the meeting at 2:56 p.m.

Commissioner Green informed the Board that a new Grant Coordinator Job Description has been completed, in the interest of more clearly defining the position currently held by Grant Writer Jody Bieze. This new description was circulated to the Board for review and feedback, and has been submitted to the Position Review Committee for reclassification. Commissioner Green also suggested a comprehensive Board review of the functions and processes of the Grant Writing Office, especially with reference to the potential integration of the FTA Grant Administrator position into that office. The Board agreed that a review of the FTA Grant Administrator position is overdue, and that a new job description should be drafted to redefine the scope of the position. The Board will use that updated description to determine whether the position should continue on a contract basis or be incorporated as a County employee. Chairman Tondee agreed to work with FTA Grant Administrator Christine Fueston and Human Resources Specialist Christina Anderson to draft a new job description by June.

Chairman Tondee brought forward a form from TerraGraphics Environmental Engineering, requesting written consent to do a soil sampling on a County owned parcel, which is located on Brewer Road. Commissioner Green moved to allow Chairman Tondee to sign, on behalf of the Board, a soil sample request from TerraGraphics, permitting soil testing on a County owned parcel (Parcel No. 48N01W045800) inside the Basin Commission Clean-Up Area. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

Commissioner Nelson: Aye
Commissioner Green: Aye
Chairman Tondee: Aye
The motion carried.

Commissioner Nelson provided an inventory of County owned parcels that are at least one-half acre in size. Parks and Waterways Director Nick Snyder compiled this information in accordance with the Board's Strategic Planning efforts, in hopes of determining potential land usage. The Board discussed specific parcels that might be developed for various purposes, and the merits of marketing some parcels for sale to return them to the tax roll. Commissioner Nelson suggested including some in the County land auction, or possibly listing available parcels on the County website. Commissioner Green suggested reaching out to owners of adjacent properties, especially with regard to smaller parcels. Chairman Tondee noted the importance of determining how the properties were obtained. The Board determined that properties that were obtained through tax deed sales might be a good choice for liquidation, as they are subject to refund requirements and are, therefore, not a revenue source. The Board debated the advantages and disadvantages of selling specific properties that were referenced on the inventory lists. The Board concurred that the overall goal should be to return as many of these properties to the tax rolls as possible, with the smallest properties initially marketed to adjacent land owners. Commissioner Nelson agreed to design a spreadsheet to assist the Board in determining direction for each parcel. Information will include how each property was obtained, whether any deed restrictions are attached to each parcel, the approximate current value for each property, and notes that describe potential County uses for any given parcel. Once that information is assembled, the Board will submit it to the Legal Department for further analysis.

E. **Staff Reports:** There were no staff reports.

F. **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 4:01 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Nancy A. Jones, Deputy Clerk