

**Minutes of Meeting
Commissioners' Debriefing
September 19, 2013
3:00 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 Human Resources Director Skye Reynolds, Long Range Planner Scott Clark, and Deputy Clerk Nancy Jones.

A. Call to Order: Chairman Tondee called the meeting to order at 3:12 p.m.

B. Introductions: There were no introductions made.

C. Changes to the Agenda: Commissioner Green recommended removing item one (1), regarding the renewal of the Westlaw Contract, as Civil Deputy Prosecuting Attorney Pat Braden was not available to take part in the discussion.

Commissioner Nelson moved to remove item one, regarding the Westlaw Contract, from the agenda.

Commissioner Green 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.

D. Old Business: There was no old business discussed.

E. New Business:

Human Resources (HR) Director Skye Reynolds came forward to answer questions regarding a contract proposal between Kootenai County (HR) and LMM Leadership Group. Ms. Reynolds explained the purpose for the contract, which would allow for HR Consultant Wade Larson to extend his contract with the County. During his recent tenure, Mr. Larson had initiated a considerable number of detailed and on-going processes. Ms. Reynolds indicated that this contract would allow for a period of training and information sharing, in order to ensure a smooth transition. The Board showed support for this proposal, and directed Ms. Reynolds to move ahead with the process that would allow for this item to be approved at the September 24, 2013, Business Meeting.

Chairman Tondee initiated a discussion regarding the Kendig Keast Prospectus ('Prospectus'), with regard to the Unified Land Use Code (ULUC). Chairman Tondee suggested that the Board should meet with the Planning Commission (Commission), in order to discuss the Prospectus in detail; however, he noted that the full Board would not be available for a workshop for several weeks. Chairman Tondee stated that he had reviewed the document, and felt that the terms were worth consideration. He recommended releasing it to the Planning Commission for consideration. Commissioner Green agreed, but noted that the document only addressed the next phase of the process. Chairman Tondee concurred, stating that this would only be a step in a process that would involve another draft document for Board review. Commissioner Nelson spoke in support of discussing that issue as part of the workshop with the Commission. Long Range Planner Scott Clark explained that each section of the Prospectus included a request for approval or disapproval (with options to agree, agree with changes, clarify, or disagree). Commissioner Green stated that, if the balance of the Board is in agreement, the workshop with the Commission should be scheduled, despite his impending two-week absence.

Further, Commissioner Green stated that he would communicate his opinions and concerns to Mr. Clark, so that they could be shared with the Commission in his absence. Mr. Clark stated that the Prospectus appeared to be written to give an overview of ideas for improvements to the ULUC, and that the detailed plans for moving forward would be formulated through the review and approval process. The Board agreed that the Prospectus should be forwarded to the Planning Commission for review, with a workshop to be scheduled during the first week of October. Once any questions and concerns are documented, the Board will schedule a meeting to discuss those with Brett Keast. Chairman Tondee noted that the Prospectus would also be released to the public.

Long Range Planner Scott Clark exited the meeting at 3:39 p.m.

Commissioner Green shared that a unique situation had occurred with regard to the tax deed property sale that was held on September 16, 2013. Commissioner Green explained that four (4) bidders (as well as the back-up buyers) had failed to follow through with their commitment to purchase a tax deed property. The Board discussed options for liquidation of those four (4) properties. Chairman Tondee recommended holding another auction, in order to ensure a good opportunity to get the word out to the public and follow through in an equitable manner. Further, Chairman Tondee suggested that bidders should be required to present a cashier's check for the minimum bid in order to be eligible to take part in the auction. The winning bidder(s) would have to agree to forfeit those funds in the event that they were unable to complete the purchase after the auction. The Board agreed to this decision, and Chairman Tondee agreed to follow up with Legal and Chief Deputy Treasurer Laurie Thomas to ensure that a press release is distributed. In addition, he agreed to verify that, up until the sale occurs, the current property owners would retain the right to redeem their property.

Commissioner Nelson presented the seals that had been selected for final consideration in the County Sesquicentennial Seal Contest. The Board considered various seals, logos, and letterhead that have been previously used by the County, as well as seals from across the nation, in order to determine the specific qualities that should be included on the winning seal. The Board discussed the importance of presenting a single image to the community, as well as the long-term intended uses of the winning seal. Chairman Tondee shared that former County Commissioner Dick Compton had contacted him regarding the County Seal Contest, to inform him that the seal that is currently on display in the boardroom was adopted as the Official Seal of Kootenai County. Mr. Compton shared that the Board, at that time, had done a significant amount of work and research, in order to ensure that the adopted design fully exemplified the history of the County. Commissioner Nelson stated that, in her research, staff had been unable to find any record of formal adoption of that seal. Further, Commissioner Nelson noted the difficulty in reproducing that image, which contains intricate detail and loses quality when reduced in size. The Board discussed the merits of the final two (2) designs that were being considered for the sesquicentennial, and directed Commissioner Nelson to report their suggestions to the designers at North Idaho College, for incorporation into the final product.

Chairman Tondee asked the Board to consider a personnel request, which was submitted by Reprographics Supervisor David Reid. Chairman Tondee explained that a part-time employee was leaving the department, and that a re-organization had been requested. The Board had been asked to consider eliminating the two (2) part-time positions in the Reprographics Department, approving instead a single full-time assistant position. Chairman Tondee indicated that the second existing part-time employee would be offered that position. The Board determined that the wage and benefits of the position could be discussed under Executive Session, if the Board decided to approve the request.

Commissioner Green moved to enter Executive Session pursuant to *Idaho Code* 67-2345(1)(b), to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, or staff member. 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.

The Board entered Executive Session at 4:24 p.m.

The Board exited Executive Session, and Chairman Tondee adjourned the meeting, at 5:06 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Nancy A. Jones, Deputy Clerk