

**Minutes of Meeting  
Commissioners' Debriefing  
November 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 County Assessor Mike McDowell, Chief Deputy Assessor Richard Houser, Civil Deputy Prosecuting Attorneys Pat Braden and Jamila Holmes, and 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:**

Commissioner Nelson requested that item #8 IAC Webinar Series be removed from the agenda as it no longer required discussion. Commissioner Nelson requested that two (2) items, Fleet Management and an Executive Session §67-2345(1)(b), be added to the agenda, as both items were time sensitive.

Commissioner Nelson moved add two (2) items to the agenda, Fleet Management and Executive Session §67-2345(1)(b), and to remove item #8 IAC Webinar Series from the agenda. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Bradley 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:**

Civil Deputy Prosecuting Attorney Pat Braden came before the Board to discuss Lochhaven Park. Mr. Braden explained that this property was a charitable donation to Kootenai County in 2003. Since that time, the property has been held in trust by the Idaho Foundation for Parks and Lands and this trust is scheduled to terminate in February, 2014. Mr. Braden has drafted a letter to notify the Foundation for Parks and Lands of the Board's intent to have the property removed from the trust and conveyed back to the County. Commissioner Nelson explained that she contacted the City of Hayden and they were not interested in this property. Commissioner Nelson also contacted the City of Dalton Gardens, who had initially expressed an interest, but nothing further has come from that conversation. The Board held a discussion about the option of using Lochhaven Park as a grant match, which is only a possibility if the property is still held in trust. The Board directed Mr. Braden to send the letter as drafted.

Mr. Braden left the meeting at 2:17 p.m.

County Assessor Mike McDowell advised the Board that three (3) applications have been received for the County Surveyor position. Two (2) of the applicants are qualified, licensed land surveyors. One of the applicants is from Utah and the other applicant resides locally and comes highly recommended by County Surveyor Bruce Anderson. Mr. McDowell explained that as Mr. Anderson will be retiring soon, he would like to get the interviews scheduled as soon as possible. The Board agreed that they would like to interview both of the applicants and suggested the possibility of interviewing the Utah applicant via Skype. The Board agreed that the County Surveyor position should remain under the Assessor's Office, but as this individual will be working with multiple departments, a joint hiring committee should be assembled.

Mr. McDowell and Chief Deputy Assessor Richard Houser left the meeting at 2:32 p.m.

Civil Deputy Prosecuting Attorney Jamila Holmes explained to the Board her findings regarding animal cruelty violations and penalties. Ms. Holmes advised the Board that the County is limited by the Fourteenth Amendment of the United States Constitution and can impose fines of up to \$1,000 dollars, and/or imprisonment not to exceed six (6) months. Ms. Holmes explained that most of these cases are prosecuted criminally and that the Board has the option of civil enforcement as well. Chairman Tondee noted that enforcement of civil penalties is not generally effective. Commissioner Green explained that, as he was contacted by a constituent, he felt it was warranted to take a look at the Board's options. The consensus of the Board was to continue to have these cases prosecuted criminally.

Ms. Holmes left the meeting at 2:43 p.m.

Commissioner Green explained that he received some inquiries about improvement of the City of Hauser Boat Launch and Park. Commissioner Nelson felt that this inquiry was warranted, but expressed her concerns regarding Parks and Waterways Director Nick Snyder's ability to tackle another project at this time without additional staffing. Chairman Tondee advised that the County has a lease with Idaho Fish and Game, so it will be at their discretion whether or not they want to lease to the city. Chairman Tondee did not feel this project is in the best interest of the public. Commissioner Nelson felt this was a prudent project and that developing this launch deserves to be explored. Commissioner Green stated that Mr. Snyder has received some contact regarding this project and the Board decided that any contact regarding this project should be directed to Commissioner Nelson.

Chairman Tondee informed the Board that approximately \$2,000 in donations have been received at the RV Dump Station. Mr. Snyder has made a request to have donation account, so that these funds may be used to maintain the dump station. The Board held a discussion as to how these funds should be handled. Commissioner Green and Commissioner Nelson expressed that these funds should be part of the general fund. Chairman Tondee was concerned that the public may not support the funds being allocated to something other than maintenance of the facility. The Board agreed that the language on the donation box needed to be reviewed to determine the intention of the donations.

Commissioner Green expressed concern about the Airport Master Plan and the ramifications that this plan may have on other entities. Commissioner Green stressed the importance of ensuring that decisions made by the Board align with the Airport Master Plan as well. The Board discussed who was involved in the initial planning process and the possibility that input was not obtained by all of those that may be impacted. Commissioner Green advised that the Board should review the Master Plan and determine the need for amendments.

Commissioner Nelson informed the Board that the State of the County Address will be held on February 11, 2014. Commissioner Nelson has been working on the content of this address and wanted input to refine the topic list down. Commissioner Nelson wanted to focus on the past, present and future. The Board discussed topics that included: Justware, P-Cards, Construction Projects and User Fees. Chairman Tondee wanted to highlight projects that have been completed by the Board with user fees and grant funds. Commissioner Green wanted to include the proposed jail facility. The Board agreed that the Solid Waste Recycling program should be included. Commissioner Nelson explained that as this is a thirty (30) minute presentation and that this list will need to be refined further.

Commissioner Nelson explained to the Board that Accounting Manager Pam Bogaert developed a form to document contract and service agreement information. The Board agreed that this form should be a part of the packet for every contract and service agreement used within the County. Chairman Tondee added that he discussed with the Board's staff the necessity of having appropriate documents for the Business Meeting agenda items. Commissioner Tondee advised that he will receive a list of requested agenda items and the items that are missing from the request packets. Chairman Tondee will review and approve the agenda. Chairman Tondee will contact departments, as needed, regarding the missing items. The Board discussed the importance of having complete, accurate documentation and the possible need to continue some agenda items if they are not in compliance.

Commissioner Nelson advised that Human Resources Director Skye Reynolds has concerns regarding the guidelines for interns working for the County. Commissioner Green stated that this process was developed to promote consistency amongst all departments. The Board agreed that this process may require further review, but that there is not an urgency to do so at this time. The Board agreed that as there are already mechanisms in place for volunteers, review of this policy is not a priority. Commissioner Nelson stated that Mr. Braden is reviewing an agreement from Union Gospel Mission (UGM) for placement of interns within County Departments, and the Board agreed that they should fall under the County's current policy.

Commissioner Green addressed the Board regarding recent concerns with relation to the County's access to records administered by Panhandle Area Council (PAC). Commissioner Green explained that he can have the language amended in the contracts to accurately reflect the level of access that the County has to these records, but questioned if it was necessary for the Bayview Community Center project or if it would be more appropriate to amend this language on subsequent contracts. The Board agreed that this language would be added to the Bayview Community Center contract and subsequent contracts.

Commissioner Nelson updated the Board on the Fleet Management Project and the Board reviewed proposed changes. The Board discussed the vehicles that will fall under Fleet Management. Commissioner Nelson advised that she is in the process of setting up an initial meeting for the committee. The Board agreed that Ms. Reynolds and Chairman Tondee are resources for the committee, as needed. The Board held a discussion defining the goals of the committee and the expected outcomes.

Commissioner Nelson requested that the Board 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, staff member, or individual agent.

Commissioner Green moved to enter into Executive Session §67-2345(1)(b). Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

Executive Session was entered into at 4:06 p.m.

Executive Session was exited at 4:34 p.m.

**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 4:34 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: \_\_\_\_\_  
Brandie Bradley, Deputy Clerk