

Minutes of Meeting
Community Development Update
April 21, 2014
1:00 p.m.

The Kootenai County Board of Commissioners, Chairman Pro Tem Green and Commissioner Nelson met to discuss the following agenda items. Also present were Community Development Director, David Callahan, Chief Deputy Clerk, Pat Raffee, Finance Director, David McDowell, Staff Accountants, Kim Stevenson, Melissa Merrifield and Deputy Clerk Stephanie Clark. Chairman Tondee was excused.

- A. Call to Order:** Chairman Pro Tem Green called the meeting to order at 1:01 p.m.
- B. Changes to the Agenda:** There was none.
- C. Old Business:** There was none.
- D. New Business:**

Following the posted agenda, Director David Callahan addressed the following items with the Board:

1. Fee Audit-Priority and Timing:

Mr. Callahan began the meeting with comments in regard to a relationship between the fees and staff time. There has not been to his knowledge an audit like this for a very long time. He welcomes the audit; he feels it is a useful way of knowing exactly what it really costs the department for each process. Commissioner Nelson questioned the time frame of the audit. Ms. Raffee anticipated the audit would take several weeks with results in July. A conversation ensued between the Board and Mr. Callahan with regard to the audit and specific fees. The Board agreed to the audit.

Pat Raffee, David McDowell, Kim Stevenson and Melissa Merrifield left the meeting.

2. Twin Lakes Channel :

This agenda item was initiated by an email from Director of Parks & Waterways, Nick Snyder. He has been informed that there is a large vegetation mass that is partially obstructing the channel. His concern was the means necessary to remove the mass may be disallowed due to a county ordinance with regard to the shoreline buffer zone. After a short conversation between Mr. Callahan and the Board, it was decided; Mr. Callahan would notify Mr. Snyder to move forward with the clean up.

3. Planning Commission Reimbursement:

Mr. Callahan brought forward an update from a previous discussion in regard to a Planning Commissioner wanting reimbursement for his travel to and from the administration building for the various meetings he is attending. This gentleman also believes that there should be a policy in place granting this type of reimbursement. After a brief discussion between the Board and Mr. Callahan, a decision was made to bring this conversation back to the next meeting as old business.

E. Staff Report:

Mr. Callahan gave the Board his opinion on a Verizon site visit schedule for early June. He believes it is not necessary to continue with the visit. Due to Chairman Tondee's absence it was decided that Mr. Callahan would speak with Chairman Tondee at a later date. If Chairman Tondee was in agreement with Mr. Callahan the BOCC staff would be notify to cancel the Verizon site visit.

Commissioner Nelson inquired about Mr. Callahan's staff budget, a short discussion ensued. The Board suggested that Mr. Callahan get further clarification from the Human Resources Director, Skye Reynolds and if necessary speak with the Finance Director, David McDowell.

There being no further discussion of agenda items or staff reports, Chairman Pro Tem Green adjourned the meeting at 1:31 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

W. TODD TONDEE, CHAIRMAN

By: _____
Deputy Clerk
