

**Minutes of Meeting  
Commissioners' Debriefing  
May 12, 2014  
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 Buildings and Grounds Operations Manager Shawn Riley, Parks and Waterways Director Nick Snyder, Prosecutor Barry McHugh, Chief Deputy Prosecutor Barry Black, County Surveyor Rodney Jones, and Deputy Clerk Brandie Bradley.

- A. Call to Order:** Chairman Tondee called the meeting to order at 2:01 p.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** There were no changes made to the agenda.
- D. Old Business:** No old business was discussed.
- E. New Business:**  
Prosecutor Barry McHugh requested some additional security measures be added to the Prosecutor's space in the Administrative Building. Commissioner Nelson advised that the Sheriff's Office did a walk-thru on the Administrative Building and will be presenting their findings to the Board. The Board agreed that they would wait for the Sheriff's recommendations to be received and then will determine if they would like to move forward with any of the additional security recommendations.

Mr. McHugh and Mr. Black exited the meeting at 2:13 p.m.

Buildings and Grounds Operations Manager Shawn Riley advised the Board that the one (1) responsive bid received from Trapp Architects Inc. did not require scoring. The Board discussed the need for these services, should they decide to move forward with the new jail facility. The Board agreed that additional information needs to be obtained from Civil Deputy Prosecuting Attorney Darrin Murphey and advised Mr. Riley to contact Trapp Architects Inc. to inform them that a decision will be made at the Commissioners' Debriefing to be held on May 19, 2014.

Mr. Riley exited the meeting at 2:25 p.m.

Kestrel West Partners Kate Haas and John Foster joined the meeting by conference call at 2:26 p.m.

The Board inquired about the invoice that was received from Kestrel West for April 2014. Kestrel West Partner Kate Haas advised the Board that due to the delay in executing the contract, it was necessary to combine two (2) months of work into one (1) month to stay on target. The invoice that was submitted to the Board includes the fees for the services that were compressed into the month of April. This project is now on track and regular billing will resume. The Board agreed with the information as presented by Ms. Haas and approved the invoice for payment.

The conference call with Ms. Haas and Mr. Foster was ended at 2:33 p.m.

Commissioner Green informed the Board that he spoke with Community Development Director David Callahan about his participation on the Kootenai County Area Transportation Team (KCATT) Board. Commissioner Green stated that Mr. Callahan had indicated that his involvement on this committee was valuable and that he would like to remain a member of the KCATT Board. Mr. Callahan agreed to work in conjunction with Airport Director Greg Delavan in the event that issues or subject matter involving the airport arise. Commissioner Green will relay this information to Mr. Delavan.

Civil Deputy Prosecuting Attorney Jamila Holmes joined the meeting at 2:36 p.m.

Parks and Waterways Director Nick Snyder advised that a new property owner at Black Lake has installed a fence at the edge of their property which is now preventing public road access to Black Lake. The land is still accessible by foot or boat. Mr. Snyder explained that other access options are available, such as installation of stairs to assist with traversing the steep grade or possible access through an adjacent property owner's parcel. The Board instructed Mr. Snyder to prepare some options to be presented to the Board at a later date.

County Surveyor Rodney Jones, Mr. Snyder and Ms. Holmes exited the meeting at 3:06 p.m.

Commissioner Green updated the Board on the available space at the Coeur d'Alene North Building. Commissioner Green presented the proposed floor plan for the Public Defender's Office and explained the available options. Improvements to the space to meet the County's needs amount to approximately \$60,000. The lease amount would be \$1.16 per square foot, with occupancy to take place as soon as the space is ready. Chairman Tondee agreed to meet with John Adams for a site visit to determine which improvements will be necessary, so that the Board can begin negotiations.

Commissioner Green stated that the Airport Sustainability Plan came to fruition in response to the Board's request for Airport Director Greg Delavan to provide a Business Plan for the Airport. Commissioner Green advised that he is supportive of hiring a consultant to develop a Business Plan for the Airport as Mr. Delavan is not able to, but is not supportive of obtaining a grant for the Sustainability Plan. Commissioner Green will inform Mr. Delavan that the Board is not opting to move forward with the grant at this time.

Commissioner Green exited the meeting at 3:30 p.m.

Commissioner Nelson explained that encroachment is occurring on County properties, AIN 108083 and AIN 120406, which are located in the Cataldo area. Specifically the property owner adjacent to parcel AIN 108083 has been storing equipment on both of these County parcels. The Board agreed to have Legal draft a letter requesting that the individual remove the materials from the County properties. Further, Parks and Waterways would be directed to fence the properties to prevent future issues.

Commissioner Nelson advised that a new Regional Behavioral Health Board has been developed. Commissioner Nelson stated that she would like to serve on that Advisory Board. Once she has additional information on the community members that will be participating and the information that they will be covering she can make a suggestion for future candidates. Chairman Tondee appointed Commissioner Nelson to serve on the Region One (1) Behavioral Health Board.

The Board reviewed the Position Review Committee (PRC) Board's recommendation to rename the Office of Emergency Management Manager position to Office of Emergency Management Director with a new grade of M.

Commissioner Nelson moved to adopt the reclassification for the Office of Emergency Management Manager to Office of Emergency Management Director with a grade of M, based on the recommendation made by the PRC. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

Commissioner Nelson explained that a funding request has been received for a special exhibit for the Sesquicentennial Celebration. The request was for the amount of \$2,500 for photo enlargements and exhibit walls. These will be used for the "Museum at the Fair". Commissioner Nelson advised that she will have funds available for this project in the Sesquicentennial Budget. Chairman Tondee supported using Sesquicentennial Budget funds in the amount of \$2,500 for the "Museum at the Fair" project.

- 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 3:45p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

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

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