

**Minutes of Meeting  
Commissioners' Debriefing  
August 25, 2014  
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Pro Tem Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Chief Deputy Treasurer Laurie Thomas, Undersheriff Dan Mattos, Lieutenant Stuart Miller, Public Defender Administrative Supervisor II Jamie Woods, Human Resources Director Skye Reynolds, Deputy Public Defender Mayli Walsh, Reach America Founder and President Gary Brown, Civil Deputy Prosecuting Attorney Jamila Holmes and Deputy Clerk Brandie Bradley. Chairman Todd Tondee was excused.

- A. Call to Order:** Chairman Pro Tem Green called the meeting to order at 2:03 p.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** Commissioner Nelson requested that the agenda be amended to add a discussion of the All Hazard Mitigation Plan steering committee for Kootenai County. Commissioner Nelson advised that there is a September 5, 2014, response deadline for this item.

Chairman Pro-Tem Green moved that a discussion of the All Hazard Mitigation Plan be added to the agenda. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

- D. Old Business:** No old business was discussed.
- E. New Business:**

Chairman Pro Tem Green advised that Reach America submitted a request to hold a celebration by the Courthouse for public education about the United States Constitution. This event would be held on September 17, 2014, from 6:00 p.m. to 8:00 p.m. Reach America Founder and President Gary Brown informed the Board that they are expecting about 100 attendees and would like to make this an annual event. The Board approved Mr. Brown's request, but explained that he would need to get approval from the Board for future events.

Mr. Brown exited the meeting at 2:11 p.m.

Human Resources Director Skye Reynolds presented the proposed Emergency Communications Officers and Sworn Officers pay matrix, which includes the shift differential pay, and Policy 3.11 which clarifies who is eligible for shift differential pay. The Board discussed with Undersheriff Dan Mattos which employees should be eligible for shift differential pay and explained that the employees should only receive this pay for those shifts that are eligible. The Board agreed to continue this discussion to a meeting that will be held on August 27, 2014.

Ms. Reynolds exited the meeting at 2:27 p.m.

Board of County Commissioners Administrative Assistant Nancy Jones joined the meeting at 2:28 p.m.

Commissioner Nelson stated that a request has been made by the Sheriff's Office to remove the plotter machine from the Administration Security Station due to security concerns. This machine is accessed by the Assessor's Office, the Commissioners' Office, and the Recorder's Office. Buildings and Grounds Operations Manager Shawn Riley informed the Board that there is a space for this machine located in the County Assistance Office, which would be accessible by both departments. Chairman Pro Tem Green also explained that the Board's staff has been having discussions with the Assessor's Office as to which office should have the responsibility of printing maps for the public. Ms. Jones advised the Board that an average of fifteen (15) maps per month are printed for the public at a cost of two dollars (\$2) per map. The Board directed staff to schedule a meeting with the Sheriff's Office and the Assessor's Office to discuss relocation of the plotter machine and printing of the maps.

Undersheriff Mattos and Lieutenant Stuart Miller exited the meeting at 2:36 p.m.

Chairman Pro Tem Green presented the proposed floor plan for the office space that is being considered to house the Public Defender's Office. Chairman Pro Tem Green asked Deputy Public Defender Mayli Walsh and Public Defender Administrative Supervisor II Jamie Woods to review these plans and advise the Board if this space will adequately meet the needs of the Public Defender's Office. Ms. Walsh and Ms. Woods explained to the Board that the space is adequate, but shared concerns that this space is not easily accessible for their clients and that as the office space was not within walking distance, parking for the public defenders attending Court might be an issue. The Board advised that parking spaces could be dedicated at the administration campus for the public defender's staff to ensure that parking is available. The Board also offered to provide meeting rooms on campus for the public defenders to meet with their clients prior to court appearances. Ms. Woods advised that on occasion their office utilizes the Bailiffs to calm agitated clients and shared her concern that they would no longer have this option. The Board advised that the Sheriff's Office and the Coeur d'Alene Police Department always have officers available to respond to these situations. The Board directed Ms. Woods to review the floor plans, make changes to the plans as needed to meet their needs and to bring their suggestions forward to the Board when the attendees meet to take a second tour of the facility.

Ms. Woods, Ms. Walsh, and Mr. Riley exited the meeting at 3:03 p.m.

Chief Deputy Treasurer Laurie Thomas explained to the Board that by law the Board is required to set the minimum bids for parcels that are being auctioned at the Tax Deed Sale. Ms. Thomas advised that the minimum bid amount is determined by calculating the amount of the delinquent property taxes that are due on the property, pre-payment of the estimated 2014 property taxes, and administration fees. Ms. Thomas also presented the Board with a draft of the notice that will be published in the *Coeur d'Alene Press*. The Board approved the minimum bids as proposed by the Treasurer's Office and directed their staff to move forward with publication of the notice. The Tax Deed Sale will be held on October 6, 2014.

Ms. Thomas and Civil Deputy Prosecuting Attorney Jamila Holmes exited the meeting at 3:13 p.m.

Commissioner Nelson shared her concerns in regard to the expired contracts for the Airport. She advised that several of these contracts have been expired for quite some time despite the fact those services are still being provided. Commissioner Nelson recommended that the Board give direction to Airport Director Greg Delavan to ensure that all of the expired contracts are brought current within thirty (30) days. Chairman Pro Tem Green agreed to follow-up with Mr. Delavan about these contracts.

Commissioner Nelson stated that a steering committee is being developed to discuss the All Hazard Mitigation Plan for Kootenai County. She recommended that Chairman Pro Tem Green serve on this committee.

Commissioner Nelson moved to appoint Chairman Pro Tem Green to serve on the All Hazard Mitigation Plan steering committee. Chairman Pro Tem Green seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

Chairman Pro Tem Green advised that a discussion needed to be added to the agenda in regard to the Christian Fellowship Chapel tax exempt application.

Board of Commissioners Administrative Secretary Stephanie Clark joined the meeting at 3:22 p.m.

Chairman Pro Tem Green moved to amend the agenda to add a discussion about the Christian Fellowship Chapel tax exempt application as an erroneous order was mailed that now requires correction by the Board. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

Chairman Pro Tem Green explained to Commissioner Nelson that the original order erroneously indicated that Christian Fellowship Chapel was determined to be eligible for tax exempt status for 2014. Christian Fellowship Chapel was approved tax exempt status for 2015 and an amended order required timely approval by the Board.

Commissioner Nelson moved to approve the amended orders of approval for AIN 105111 and AIN 114364, owned by Christian Fellowship Chapel, which grant tax exempt status for the 2015 tax year. Chairman Pro Tem Green seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The motion carried.

Ms. Jones and Ms. Clark exited the meeting at 3:26 p.m.

Chairman Pro Tem Green moved that the Board enter Executive Session pursuant to *Idaho Code* §67-2345(1)(a) to consider hiring a public officer, employee, staff member or individual agent and 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 Nelson seconded the motion. There being no discussion, Deputy Clerk Bradley called the roll:

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

Executive Session was entered into at 3:26 p.m. and exited at 3:49 p.m. No decision was made by the Board.

**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 3:49 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DAN GREEN, CHAIRMAN PRO TEM

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

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