

**Minutes of Meeting**  
**Community Development Update**  
**September 22, 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, and Deputy Clerk, Stephanie Clark. Commissioner Tondee entered meeting at 1:05 p.m.

- A. Call to Order:** Chairman Pro Tem Green called the meeting to order at 1:02 p.m.
- B. Changes to the Agenda:** There were no changes to the agenda.
- C. Old Business:** There was no old business discussed.
- D. New Business:**

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

**1. Time line discussion – Advertising and hiring /Front Counter Receptionist position:**

Mr. Callahan began the meeting by informing the Board that his receptionist has decided to retire with her last day being the first part of April 2015. He wanted to be pro-active and discuss his intended actions with regard to advertising and replacement of his receptionist. He asked the Board to consider his request of advertizing in January so that he has time to consider, interview and hire a worthy applicant as well as giving the newly hired at least two weeks of training with his present receptionist. Although the Board supported Mr. Callahan's request, they also stressed that he will need to present this to the new Board of County Commissioners in January prior to advertising.

**2. Disturbance permit refund (requested by Steve Frisch):**

Mr. Callahan presented the details of the situation that has led to this request. After a short discussion with the Board, it was decided that since the permit was refunded to the person who paid for the permit, the builder. The Board stated that policy was followed correctly in this situation and the County would not be issuing another refund. The Board suggested the requestor, Mr. Frisch, ask the builder for the money.

- E. Staff Report:** There were no staff reports.
- F. Public Comment:** This section is reserved for citizens wishing to address the Board regarding a County related issue. There was no public comment.

There being no further discussion of agenda items, staff reports or public comment, Chairman Pro Tem Green adjourned the meeting at 1:13 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

By: \_\_\_\_\_  
Deputy Clerk

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Daniel H. Green, Chairman Pro Tem