

**Minutes of Meeting**  
**Community Development Overview**  
**January 20, 2015**  
**1:00 p.m.**

The Kootenai County Board of Commissioners, Chairman Stewart, Commissioner Green and Commissioner Eberlein met to discuss the following agenda items. Also present were Community Development Director, David Callahan, Code Enforcement Officer II, Roxanne Webb, Administrative Manager, Sandi Gilbertson, Deputy Building Official, Robert (Bob) Ankersmit, Land Use Planner II, Mel Palmer, Planner III, Justin Seier and Deputy Clerk, Stephanie Clark.

- A. Call to Order:** Chairman Stewart 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. Overview of Department:**

Mr. Callahan introduced himself and his attending staff. He described each of their job duties and functions within the Community Development department. Mr. Callahan also gave a brief synopsis of the department and their function with regard to the county, paying particular attention to Code Compliance and how violations are handled.

Mr. Callahan briefed the new Board about his search for a Planning Manager and the trouble he has had finding a suitable candidate for the job.

Ms. Gilbertson gave a short description on procedures of the Community Development Public Hearings and Deliberations.

Mr. Callahan requested that the Board and Community Development continue to have the Update meetings each Monday of every week. The Board concurred.

There was a short discussion regarding the Planning Commission (PC) between the Board and Mr. Callahan.

**2. Consideration of Task Order Number 3/A new phase of an existing contract with David Evans and Associates:**

Mr. Callahan presented his reasons for the continuation of the Task Order to the Board. There was a considerable amount of discussion on the subject between the Board and Mr. Callahan in regard to the wording, reasons and the amount being paid out for the service.

Commissioner Green made a motion to amend the contract by deleting the Scope of Services, section 1A, and to reduce the Fees for Services not to exceed \$10,000.00. Motion died for lack of second.

Chairman Stewart and Commissioner Eberlein asked that Mr. Callahan separate the contract into two contracts with a fee schedule and bring it back to the Board for discussion. Mr. Callahan will try to bring it to the next Community Development Update meeting.

**E. Public Comment:** There was Mr. and Mrs. Woempner and Mr. Bob Bingham in attendance. Mr. Bingham had some concerns regarding the existing Hauser Area City Impact (ACI). There was also a brief discussion with regard to the David Evans and Associates contract situation.

There being no further discussion of agenda items or public comment, Chairman Stewart adjourned the meeting at 2:07 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

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

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David Stewart, Chairman