

**Minutes of Special Meeting  
University of Idaho Extension Office  
August 17, 2015  
11:00 a.m.**

The Kootenai County Board of Commissioners: Chairman David Stewart, Commissioner Dan Green, and Commissioner Marc Eberlein met to discuss the following agenda items. Also present were Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Finance Director Sondra Emerson, Buildings and Grounds Director Shawn Riley, Elections Manager Carrie Phillips, and Deputy Clerk Theresa Atchley.

- A. Call to Order:** Chairman David Stewart called the meeting to order at 11:01 a.m.
- B. Introductions:** There were no introductions.
- C. Changes to the Agenda:** There were no changes to the agenda.
- D. Old Business:** There was no old business discussed.
- E. New Business:**

**Discussion regarding University of Idaho Extension Office Lease Contract at 1808 North 3<sup>rd</sup> Street**

Clerk Jim Brannon said the Lease for the University of Idaho (U-Idaho) Extension Office would soon require renewal. He explained the space at 1808 North 3<sup>rd</sup> Street is currently shared with County Elections, the Coroner, and U-Idaho Extension. Mr. Brannon said there were space and parking issues at this facility that need to be addressed.

Chief Deputy Clerk Pat Raffee said if changes were to be made, she wanted all parties to have sufficient notification. She added that County Elections staff would need time to redesign the space before FY 2017, and remodeling would be proposed afterwards. Ms. Raffee added that an extensive remodel of the building was necessary to suit the specific workflow needs of the elections process, including proper ballot security.

The Board discussed several options for the situation. These options included the proposed redesign of the Work Release Center (WRC), proposed new construction near the WRC, moving Elections to the 451 Government Way building, and moving the U-Idaho Extension office to the Fair Grounds. The participants agreed the County Coroner could still be housed at the 3<sup>rd</sup> Street Facility along with Elections.

The Board asked Buildings and Grounds Director Shawn Riley to set up a meeting with U-Idaho Extension Staff to discuss a possible relocation of their offices.

**F. Public Comment:** This section is reserved for citizens wishing to address the Board regarding a County related issue. Idaho Law prohibits Board action on items brought under this section except in an emergency circumstance. Comments related to future public hearings should be held for that public hearing. There were no public comments.

Chairman Stewart adjourned the meeting at 11:31 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

DAVID STEWART, CHAIRMAN

BY: \_\_\_\_\_  
Theresa Atchley, Deputy Clerk

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