

**Minutes of Meeting
Commissioners' Debriefing
October 19, 2015
2:30 p.m.**

The Kootenai County Board of Commissioners: Chairman Dan Green, Commissioner Marc Eberlein, and Commissioner David Stewart met to discuss the following agenda items. Also present were Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Assessor Mike McDowell, Human Resources Director Skye Reynolds, Civil Deputy Prosecuting Attorney Pat Braden, Administrative Supervisor Nancy Jones, and Deputy Clerk Alicia Lynch.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 3:06 p.m.
- B. Introductions:** There were no introductions.
- C. Changes to the Agenda:** There were no changes to the agenda.
- D. Business:**

Resolution to Classify/Destroy Scanned Original Records

Clerk Jim Brannon provided the Board with the requested estimated monthly storage fee of \$308 for the safe keeping of records that had been digitized and were ready to be destroyed including those that were originally going to Boise for historical preservation. He confirmed that approximately \$300,000 had been spent by the County to digitize the records and that all digitizing and destruction was in accordance with legislative statutes.

Chief Deputy Clerk Pat Raffee explained the Clerk's scanning process as having started from the oldest documents moving to the present, rescanning, improving, and double checking as they went forward to improve quality with the latest technology.

Commissioner Stewart reiterated his earlier concerns about destroying original documents.

The Board directed Civil Deputy Prosecuting Attorney Pat Braden to bring the finalized resolution to the Business Meeting on October 27, 2015.

Ms. Raffee exited the meeting at 3:28 p.m.

Revised Certificate of Estoppel

Mr. Braden asked the Board to sign a Certificate of Estoppel regarding Parcel No. 52N04W-29-0700 (AIN 102095). He drew the Board's attention to a revision by the property owner's attorney on page two, numbers two and three, where it stated

“whether by court action or by negation in lieu of court action.” He explained this change allowed for the parties to come to a negotiated settlement.

The Board agreed these changes were acceptable.

Commissioner Marc Eberlein moved to authorize the signing of the Certificate of Estoppel between Todd W Shaffer and Jarri Birsette, Parcel No. 52N04W-2900700 AIN 102095. Commissioner David Stewart seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

Commissioner Stewart: Aye

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

Mr. Braden exited the meeting at 3:30 p.m.

First Aid, CPR Training

Human Resources Director Skye Reynolds requested the Board’s approval for funds from the Risk Management budget to pay for First Aid CPR training. She explained this would take the place of the quarterly Risk Management luncheon and would cost an estimated \$500 to train 24 people.

Chairman Green requested that Human Resources do the best they can to encourage representation from every Elected Official and every County location in the 24 trainees.

Clerking of Advisory Board Meetings

Chairman Green reminded the Board that Advisory Board meetings fell under the open meeting laws and should be clerked like all other official County meetings. He added that the Clerk’s office did not have enough staff to fill this need and that Clerk Brannon had suggested deputizing the secretaries of the advisory boards in order for them to clerk the meetings. He added that additional recording equipment would need to be purchased and provided to record these meetings.

Clerk Brannon stated that his office would not be interfering with the minute taking of the meetings but would be responsible for the storage of the recorded data. He added this solution would be more cost effective than hiring more staff to clerk the advisory meetings.

Administrative Supervisor Nancy Jones asked if the deputized advisory board minute takers would have official stamps for the Clerk’s office or if all minutes would go through the Clerk’s office. Clerk Brannon clarified that stamps would also be provided to the minute takers. Ms. Jones added that the recording equipment would be kept in the Board of County Commissioners’ office where the advisory boards could check them out for their meetings; she estimated two additional recorders might be sufficient.

The Board approved of spending an estimated \$40-\$60 for each recorder rather than hiring more staff.

Fairgrounds Update

Commissioner Stewart updated the Board on his talks with North Idaho Fair General Manager Dane Dugan regarding the following topics:

- University of Idaho Extension office moving to the Fairgrounds
- Relocating the Department of Motor Vehicles (DMV) to the Fairgrounds
- Expanding the water, sewage, and fiber optic cables within the Fairgrounds

He stated that his talks went well and there was only positive feedback from the Fairgrounds. He expressed that Mr. Dugan was very excited by the opportunity of having the University of Idaho Extension office on the Fairgrounds. Commissioner Stewart added that expanding the water, sewage, and fiber optics was a promising proposition as Mr. Dugan would like to look into obtaining a grant for an RV park on the Fairgrounds. He said Mr. Dugan appeared to be open to the idea of the DMV relocating to the fairgrounds.

Chairman Green suggested a future meeting to discuss a list of projects the Board would consider for their fund balances. He suggested this should be before the fund balance meeting so they can have a concise list and that the Fairgrounds should be on that list. He listed projects that had been recurring discussions in Board meetings and asked his fellow Commissioners to add projects they deemed worth looking into further. Chairman Green’s list so far includes:

- Jail Expansion
- Shared Parking
- Facilities Master Plan
- DMV Relocation
- Evidence Storage

Commissioner Eberlein requested an additional agenda item be added so that they would not be bound to only these topics. The Board directed Ms. Jones to add “other Commissioner capital projects” to the agenda for the upcoming meeting.

E. 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.

Assessor Mike McDowell asked the Board if it was possible to provide the list of topics they would like to discuss for the fund balances at a future Elected Officials meeting so everyone was on the same page.

Chairman Green adjourned the meeting at 3:46 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Alicia Lynch, Deputy Clerk
