

**Minutes of Special Meeting  
Buildings and Grounds  
November 18, 2015  
1:30 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, Assessor Mike McDowell, Chief Deputy Assessor Richard Houser, Buildings & Grounds Director Shawn Riley, BOCC Administrative Supervisor Nancy Jones, and Deputy Clerk Alicia Lynch. Also present were Aquifer Protection District representative Leslie Duncan and citizen Tina Kunishige.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 1:51 p.m.
- B. Introductions:** There were no introductions.
- C. Changes to the Agenda:**

Commissioner David Stewart moved to remove the item- Remodel the Law Library in the lower floor of the Justice Building so it may be used as a courtroom and to also add a conversation with Buildings & Grounds Director Shawn Riley regarding the damages from the wind storm. Commissioner Marc Eberlein wanted to keep the item on the agenda for the time being but was amenable to adding the conversation regarding the storm. Commissioner Stewart amended his motion to only include the addition of a conversation with Mr. Riley regarding the storm. Commissioner Eberlein 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.

Chief Deputy Clerk Pat Raffee, Senior Staff Accountant Kimberli Price, and Staff Accountant Melissa Merrifield entered the meeting at 1:56 p.m.

- D. New Business:**

**Discussion with Buildings & Grounds Director, Shawn Riley on how to proceed with the following projects:**

**Remodel and Addition to the Post Falls DMV and Veteran's Building**

Chairman Green stated his hopes for the meeting were to determine an estimated cost of each project and determine which the Board would consider during the Fund Balance discussion. Buildings & Grounds Director Shawn Riley requested a prioritized project list once the Board had made their decisions.

Mr. Riley stated that \$60,000 had been budgeted for the design of the Post Falls DMV and Veteran's Building remodel. He added state statute does not dictate the County choose the lowest bidder so he recommended approaching three architects for plans. Chairman Green expressed a preference to send out a Request for Quote (RFQ) to avoid favoritism and to not limit competition.

Mr. Riley stated the remodel of the building would double the space inside. Assessor Mike McDowell estimated a 25% room for growth of staff with the new space. Mr. Riley also added that a RV lot was being considered. He expressed reservations about building onto the front of the building as it would impact business during construction.

The Board decided to revisit the conversation after all agenda topics had been discussed.

**Build a structure at the County Fairgrounds to move the Extension Office into**

Commissioner Stewart explained that both the Fairgrounds and the Extension Office were responsive to the Extension Office moving to the Fairgrounds but at this time a walk-through to discuss both parties' needs had yet to be scheduled. He estimated it would cost \$250,000 to build a 3000 square foot pole barn with offices and restrooms. The Board determined the walk-through was necessary before deciding.

Mr. Riley was given no direction.

Assessor McDowell exited the meeting at 2:14 p.m.

**Build a structure at the County Fairgrounds to house DMV, Drivers License and possibly Elections**

Commissioner Stewart explained that the Fairgrounds were not opposed to DMV, Drivers License and possibly Elections moving to the Fairgrounds. He added that if the County fronted the cost of extending the water, sewage, and fiber optics to the Fairgrounds that would make the deal more favorable to the Fairgrounds as it opened possibilities for them to build a profit-making RV park.

Chairman Green opposed further fracturing of the Administrative campus.

The Board determined this was a low priority compared to the other projects under consideration.

Chief Deputy Assessor Richard Houser exited the meeting at 2:26 p.m.

**Remodel the evidence storage facility at the Sheriff's Office and the Work Release Center. Possible construction of a 30' by 60' pole barn building for possible evidence storage and use**

Commissioner Stewart stated the remodel of evidence storage was the highest priority to him stating that the current Sheriff's office evidence storage was a liability and

working conditions he would not work in. He stated an architect might be required for the project but the updates would only affect one pod in the Work Release Center. Chairman Green stated it would not hinder Work Release for the future as the building had been built bigger than the capacity ever required.

Senior Staff Accountant Kimberli Price interjected that \$100,000 had been budgeted for Work Release Center re-design.

Commissioner Eberlein asked if DMV and Drivers License could use the building instead but did not gain Board support.

Chairman Green and Commissioner Stewart favored the remodel and addition at the Work Release Center; Commissioner Eberlein did not support the plan.

Commissioner Stewart requested \$50,000 to see to the immediate needs of the remodel in the Sheriff's office.

The Board did not support a short term remodel.

#### **Construction of a new pod of hard cells at the Jail**

Commissioner Eberlein proposed adapting the original Future Pod plan to build onto the jail for additional hard cells. He estimated the additional pod would cost the County approximately \$12 million as that was the cost of the last additional pod.

Commissioner Stewart did not want to discuss the proposal without the Sheriff present.

The Board discussed the requirement of the Sheriff's presence at length.

Chairman Green requested the Board move onto the update from the storm as time was a factor.

Citizen Tina Kunishige exited the meeting at 3:02 p.m.

#### **Update from Buildings & Grounds after wind storm**

Mr. Riley provided an update to the condition of County facilities after the wind storm on November 17, 2015. He stated the Administrative Campus, the Juvenile Justice Center (JJC), Elections, and Public Defender's Offices suffered only minor landscape damage. He stated Juvenile Detention lost a metal awning that was too damaged to be salvaged and it damaged the roof of the building and the Heating Ventilating Air Conditioning unit as the awning flew off. He continued with the 9-1-1 Center had sustained minor damage but no water damage or infrastructure damage. Mr. Riley also reported that the generators at the JJC and the 9-1-1 Center had worked seamlessly and operations were not adversely impacted.

Mr. Riley reported the County's boathouse at Templin's was badly damaged and the door sustained enough damage that the boats inside cannot be extracted, but the boats

did not sustain any known damage at this time. He said a downed power pole was in front of the Coeur d'Alene boat house so damage there had not been assessed yet. He added that a fence at the jail had broken ties and a gate had been bent was already repaired as it was impeding business. Mr. Riley said the jail's auto shop had a hole in the roof and was taking in water and that he had a bid out for repairs.

Mr. Riley shared pictures of the damage to Parks and Waterways, where a gangway was ripped off and thrown twenty feet. He said the Fairgrounds lost trees, all of the free standing grandstands were destroyed, strips of roof were torn off, rolling doors were damaged, and the Clubhouse lost a significant amount of its roof bringing in water damage. He stated in his opinion the building was not safe to enter.

Chairman Green suggested taking Bob Ankersmit from Community Development out to see the Clubhouse and help assess damages.

Mr. Riley advised that the Idaho County Risk Management Plans adjuster would be coming out to assess damage either November 19<sup>th</sup> or 20<sup>th</sup>. He asked that employees leave damaged property as is until the adjuster can photograph it for the insurance claims, unless the damaged posed an imminent threat to safety.

Chairman Green asked what the deductibles on the buildings were and if the insurance would count each building as a separate incident.

Ms. Price stated the County's deductible was \$2,500 per incident and that the storm was likely to be considered one incident rather than damage to each separate building considered as single incidents.

- 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. There were no public comments.

Commissioner Eberlein moved to continue the meeting on Monday, November 23, 2015 at 2:00 p.m. Commissioner 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.

Chairman Green continued the meeting to Monday, November 23, 2015 at 3:22 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: \_\_\_\_\_  
Alicia Lynch, Deputy Clerk

\_\_\_\_\_