

**Minutes of Meeting
Commissioners' Debriefing
December 21, 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 Parks & Waterways Director Nick Snyder, Buildings & Grounds Director Shawn Riley, BOCC Administrative Supervisor Nancy Jones, and Deputy Clerks Alicia Lynch and Cecilia Sweet. Also present was citizen Tina Kunishige.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 2:32 p.m.
- B. Introductions:** There were no introductions.
- C. Changes to the Agenda:** Chairman Green made the discussion of the Osprey Association Contract the first item on the Agenda instead of the last.
- D. Business:**

Osprey Association Contract

Parks & Waterways Director Nick Snyder explained that the Osprey Association provides pilings and Osprey nests within Cougar Bay. He stated that the contract did not preclude the County from removing, repairing, or installing pilings, but encouraged a partnership with the Osprey Protection Association in those decisions. He said that the County does not pay for the pilings or Osprey nests. Mr. Snyder stated that the contract was contingent upon the County's agreement with the Idaho Department of Land regarding the pilings located in Cougar Bay.

The Board agreed to support the renewal of Osprey Association Contract.

Administrative Supervisor Nancy Jones said she would forward the contract to Legal as the contract may be an automatic renewal.

Mr. Snyder exited the meeting at 2:40 p.m.

Janitorial Options

Buildings & Grounds Director Shawn Riley reminded the Board of the direction he had been given at the Commissioner's Debriefing meeting on October 26, 2015, to gather information on the estimated cost of County employed janitors. He estimated that six employees would be needed to meet the janitorial needs of the County. He stated that at an annual salary of \$25,667 the total cost to the County would be \$234,639 for all six employees with an additional estimated \$13,352.76 in start-up costs for equipment.

Commissioner Marc Eberlein stated he was concerned that moving the service in-house could raise expectations of the duties and cause the proposed staff to grow over time.

Mr. Riley stressed the lack of reliability and accountability with the current vendor. He gave an example of an employee that had quit, but Mr. Riley had not been informed for several days; this left a terminated employee with access to County businesses. He said that the top two issues with the current vendor were security and communication.

Chairman Green asked if penalties or fees could be levied for poor service. Mr. Riley stated that he did not believe the County could enforce an amendment in the middle of the contract term that it would have to be addressed with the new bid. He also stated that the contract expired in the spring of 2016, but could be terminated with 30 days notice. Commissioner Eberlein supported going back out to bid.

The Board decided not to proceed with County employed janitors.

Security

Commissioner Eberlein stated that recent events had prompted a discussion over installing a Plexiglas partition at the BOCC front desk. Commissioner David Stewart was in favor of the partition, stating that while it may not stop all threats it could delay an intruder enough that staff could get away or get help.

Chairman Green asked if other departments were seeking the same protection. Mr. Riley said that District Court had made a similar request.

Ms. Jones said that installing the partition was not ideal but the preventative measure would be worth pursuing. She added that KCSO had expressed concerns with the lack of partitions in the Treasurer's office.

The Board discussed height, materials, and whether to ask other departments if they also wanted partitions.

The Board directed Mr. Riley to provide drawings and cost estimates to partition the BOCC front desk and the Treasurer's office.

- 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.

Chairman Green adjourned the meeting at 3:00 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Alicia Lynch, Deputy Clerk
