

**Minutes of Meeting  
Buildings and Grounds  
July 13, 2016  
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Dan Green, Commissioner Marc Eberlein, and Commissioner David Stewart met to discuss the following agenda item. Also present was Assessor Mike McDowell, Chief Deputy Assessor Richard Houser, Buildings & Grounds Director Shawn Riley, and Deputy Clerk Randi Davis. Also present were Architects West Principal Scott Fischer and Coeur d'Alene Press Staff Writer Mary Malone.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 2:00 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:**

**Scott Fischer from Architects West to review the fee proposal for the Post Falls project**

Architects West Principal Scott Fischer presented a proposal with a three part estimate for the Post Falls Driver's Licensing and Department of Motor Vehicles (DMV) project. He said the first part of the estimate included remodel costs for the existing County building, the second part included remodel costs for the Odd Fellows building, and the third part included other site improvement costs. Chairman Green expressed support for the proposal and asked Mr. Fischer to bring forth a contract. Commissioners Marc Eberlein and David Stewart agreed. Commissioner Eberlein asked about a time frame for the completion of the project. Buildings & Grounds Director Shawn Riley responded he would like to get a bid out by November 2016.

Commissioner Eberlein asked Mr. Riley why the project wouldn't go out to bid until November. Mr. Riley replied that in the past he had received more competitive bids during winter months. He said if the bid was out by November, the project could begin in January 2017.

Mr. Fischer inquired how the Board would like to phase the project. Commissioner Eberlein said the Assessor's DMV office would probably need to be done first. Mr. Riley agreed, and said he would like the first phase to be the remodel of the Odd Fellows building, the second phase to be the remodel of the current DMV building, and the last phase to be the site improvements.

Chairman Green asked Assessor Mike McDowell whether he would need any special equipment. Assessor McDowell said he had already begun the process of notifying the Department of Transportation of the County's need for an additional work station, which included the computers they provide and possibly an additional printer. Chairman

Green asked if that would be readily available and Assessor McDowell replied it could take time.

Treasurer Steve Matheson entered the meeting at 2:09 p.m.

Mr. Riley asked for Board direction concerning the County’s corner parcel adjacent to the current DMV building. The Board directed him to begin discussions with the City of Post Falls regarding the parcel.

**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 2:12 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: \_\_\_\_\_  
Randi Davis, Deputy Clerk

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