

Kootenai County
Optional Forms of Government
Study Commission

Meeting Minutes
Monday, May 17, 2021
5:00 p.m.

451 N. Government Way
Administration Building, 1st Floor Room 1A/B

Commission Members Present: Kristen Wing, Tamara Bateson, Bob Fish, Dave Botting, Brian Cleary, David Levine, Kurt Andersen, Bryant Bushling, Phil Ward, and alternates Joan Genter, Cheri Zao, and Bruce Mattare.

A. Call Meeting to Order:

Acting Secretary Nancy Jones called the meeting to order at 4:02 p.m.

B. Business

1. Introductions

All commissioners and alternates introduced themselves by providing a summary of their backgrounds, their associations with the county and other relevant information.

2. Official Verification of Qualifications

All commissioners and alternates confirmed that they met the qualification requirements of being 21 years of age or older, being a resident of the county for more than 1 year and not currently holding an elected county office.

3. Election of Officers, pursuant to *I.C. §31-5104(1)*

Tamara Bateson proposed filling the Chair and Vice-Chair role on a rotational basis to demonstrate to the public that this commission would be open to different views and to enhance transparency. The group discussed the role of the Chair, in general, and the benefits and liabilities of filling the position on a monthly basis. The members decided by a show of hands (reflecting only three members in favor of the proposal) to fill the Chair and Vice-Chair positions on an interim basis and not on a rotational assignment. The group agreed to revisit this decision once official bylaws were created. The election of officers was held with the following motions:

Motion to nominate Dave Botting for Chair was made by Bob Fish and seconded by Phil Ward. The vote was taken and passed by a majority vote of all members.

Kurt Andersen and Brian Cleary were nominated to the Vice-Chair position. Brian Cleary was made Vice-Chair by a majority vote (show of hands) of all members.

Dave Levine was nominated for Clerk/Secretary. The vote was taken and passed by a majority vote of all members.

4. Participation of Alternate Commission Members

Mr. Botting noted that statute called for a maximum of nine commission members and questioned, as such, if alternates could legally engage in participation and discussion. Mr. Andersen, Mr. Ward, and Mr. Levine spoke in support of including the alternate members in discussions. Kristen Wing suggested the appointed members choose when to invite comments from the alternates. Mr. Botting called for a vote on two options before the group: The first option would allow alternate members to participate in discussions but not vote. The second option would limit alternative members to observe but not participate in discussions unless asked to do so. A vote was taken and it was determined by a majority vote to adopt the first option for full participation of alternates without voting rights.

5. Meeting Frequency, Timing, & Schedule

All members participated in a discussion to determine the meeting schedule for the study commission. After considering the amount of work to be done, availability of the members and of the available meeting room, and discussing the need to address creation of by-laws as a primary goal, the tentative schedule was established as meeting, on an introductory basis, as follows:

- a. On a weekly basis (on Wednesday of each week, beginning on May 26, 2021)
- b. Meetings were set to begin at 5:30 p.m. with a goal end time of 7:00 p.m.

Alternate Joan Genter noted that she would have a potential conflict once per month on the day of the Airport Advisory Board meetings. The Chair acknowledged the disclosure of this conflict. A vote was taken and it was determined by a majority vote to adopt the schedule as stated.

6. Current County Structure

The item was tabled to a later meeting by a majority vote.

C. Changes to the Agenda: A discussion item was added (as Agenda Item #7) to discuss creation of agendas.

Mr. Andersen made a motion to add the item to the agenda. Ms. Wing seconded the motion. The vote was taken. The motion passed.

7. Creation of Agendas

The groups discussed how to establish agenda items for meeting items and agreed that future agenda items should be established at the end of each meeting. Some topics suggested for the May 26, 2021, meeting included:

- a. Discussion of and development of by-laws;
- b. Discussion on establishing a preliminary list of people to be interviewed or who may have information that would be valuable for the commission members; and
- c. A potential work plan timeline to ensure all work can be completed within the one (1) year statutory deadline for the commission.

Mr. Botting asked Mr. Cleary if he would be willing to take on the creation of an initial timeline for the group to consider at the next meeting as a starting point for that discussion. Mr. Cleary agreed.

After discussion, there was general consensus that public comment would not be included on agendas for the initial meetings of the commission, at least not until a final draft of the by-laws was available.

D. Adjournment:

Mr. Andersen moved to adjourn the meeting. Ms. Wing seconded the motion. The vote was taken. The motion passed. The meeting adjourned at 6:21 p.m.

Respectfully submitted,

Nancy Jones, Deputy Clerk