

Minutes of Meeting
Commissioners Status Update
June 13, 2023
10:00 a.m.

The Kootenai County Board of Commissioners: Chair Leslie Duncan, Commissioner Bruce Mattare and Commissioner Bill Brooks met to discuss the following agenda items. Also present were Clerk Jennifer Locke, Chief Deputy Clerk Grace Blomgren, Sheriff Robert Norris, KCSO Undersheriff Brett Nelson, KCSO Jail Maintenance Supervisor Thomas Reed, KCSO Lieutenant William Klinkefus, Assessor Bela Kovacs, Coroner Duke Johnson, Human Resources Director Sylvia Proud, Human Resources Generalist/Risk Management & Compliance Cecilia Sweet, Adult Misdemeanor Probation Director Keith Hutcheson, IT Network Administrator Grant Kinsey, Building and Grounds Operations Manager Greg Manley, Resource Management Office Administrative Assistant Michal Bennet, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Rosanna Santiago.

- A. Call to Order:** Chair Leslie Duncan called the meeting to order at 10:00 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

Update BOE Language on Kootenai County Website (Discussion)

Commissioner Mattare said that language on the Kootenai County Website might have led to some issues for some property owners who believed their properties were incorrectly assessed by the Assessor's Office. He provided the other Commissioners with proposed language changes as well as the current language from the website. He stated that the property owners' first step would be to submit the appeal to initiate the process. He explained that he had just been given something by the Assessor and had not had the opportunity to review it.

Assessor Bela Kovacs said that what he gave Commissioner Mattare was language his staff had been using with property owners when they attempted to obtain information, answer their questions and provided them with a handout that directed the owners to the website to appeal their assessed values. He stated that he did not believe there was a material difference between the proposed language and what his staff was telling the property owners.

Commissioner Mattare requested the Board approve the proposed language changes.

Commissioner Brooks agreed with the plan and said that there was no excuse for what had happened the year prior. He said that many people had not understood how the process worked.

Commissioner Mattare stated that he would work with the Assessor to ensure there were no grammatical errors and afterwards, the new language would be posted on the website.

Chief Deputy Clerk Grace Blomgren exited the meeting at 10:03 a.m.

Auditor Staff Accountant – Grants Julina Hildreth entered the meeting at 10:05am.

Support Letter for Charter Communications Broadband ARPA Grant Application (Discussion)

Resource Management Office Administrative Assistant Michal Bennet explained that Charter Communications, an internet provider, had requested a letter of support from the County for their broadband infrastructure grant application. She said that Charter Communications had received some letters of support from others and that her department recommended the County write one.

Chair Duncan asked Ms. Bennet if her department would be willing to draft the letter and Ms. Bennet replied yes.

Commissioner Mattare asked Ms. Bennet if there were any constituents in the County that wanted high speed internet service but did not have it. Ms. Bennet said that those areas were identified as Rathdrum, Athol, outlying lake areas, and southern areas such as Worley.

Ms. Bennet stated the grant award was up to \$5 million and was State funded.

Auditor Staff Accountant – Grants Julina Hildreth asked if the County would be providing any accounting functions to Charter Communications for their grant application and Ms. Bennet replied no.

The Commissioners voiced their support for the letter.

Coroner's Expansion (Discussion)

AMP (Adult Misdemeanor Probation) Director Keith Hutcheson stated that the Coroner's Department had contacted the Facilities Working Group regarding their office space at the South Pod. He said that the pod located adjacent to the Coroner's Office was being utilized for storage and that the Coroner's Department needed additional office space. He had asked KCSO Maintenance Supervisor Thomas Reed to assess the space and Mr. Reed had stated that the cost to convert it into additional office space would be approximately \$7,500, to do in-house. He asked the Board to approve this project.

Coroner Duke Johnson, M.D. explained that they had applied for national accreditation and one of the requirements was for the Coroner's Office to have a separate meeting room for families. He said that they were expecting a site visit as part of the accreditation process and that, once accredited, the Coroner's Office would be able to apply for additional national funding.

Chair Duncan said that the Board could not approve this item at this time as it was a discussion item and recommended the request be brought back for the next Business Meeting for approval of up to \$10,000.

Auditor Staff Accountant – Grants Julina Hildreth exited the meeting at 10:11 a.m.

Longwell Trapp Architects Partner Cory Trapp entered the meeting at 10:12 a.m.

Coroner Johnson, M.D., Mr. Hutcheson and Ms. Bennet exited the meeting at 10:14 a.m.

PMR Location – Annex or 5500 N. Government Way (Discussion)

Chair Duncan explained that the Facilities Working Group had been working on this issue and had identified the Annex and the KCSO buildings as two possible locations for the PMR clinic. She said that the KCSO building would be the ideal location as it was the least-costly option and the Annex building might possibly have an overflow situation due to the high number of staff that would be utilizing the clinic.

Human Resources Director Sylvia Proud reported that she, KCSO Lieutenant William Klinkefus, Longwell & Trapp Architects Partner Cory Trapp, and Alliant Employee Benefits representatives, were scheduled to tour the location on Thursday and the visiting executive from PMR might join them.

Commissioner Mattare said that the KCSO building was a hardened facility and he wondered if that space would be better suited for another use. He also wanted to know if any of the materials in the current KCSO building could be reutilized in the new KCSO building. He asked if the Compton building would be a feasible location.

Chair Duncan said that it would cost at least \$1 million in renovations to convert the KCSO building into another County office and that the Compton building had been ruled out due to various reasons.

IT Network Administrator and Facilities Working Group Committee Member Grant Kinsey stated that the KCSO building would be closer being move-in ready if it were used for a clinic versus an office. He also said there was a stigma associated with that building due to its proximity to the jail.

Ms. Proud commented that there was a concern with staff who would bring small children to the clinic and its proximity to the jail.

Lt. Klinkefus spoke about a recent visit from the HR Department to the KCSO building during which several recently released inmates were sitting on the nearby curb.

Commissioner Brooks was in favor of the clinic being located in the KCSO building as he said the hardened building could be utilized for medical records and that, while the building might have more space than necessary, there might not be an ideal place for it.

Chair Duncan said that there was no decision to be made today as it was a discussion item. She also added that she had never had any issues on any of her multiple visits to the building.

Sheriff's Office Moving to Kootenai North (Discussion)

Lt. Klinkefus reviewed information that he had provided to the Board regarding the proposed move. He informed them that the Sheriff's Office would be vacating approximately 30,000 square feet which could be utilized by one or several other County departments, such as the KCSO Maintenance and Coroner departments. He said that Mr. Trapp had provided preliminary estimates of \$900,000-\$1,500,000 and that there was an additional work request of approximately \$151,000. He added that there might be Rec-Safety funds available to off-set some of the costs.

Chair Duncan reported that Mr. Trapp's estimate would go in front of the Board for approval later that day. She said that she would like for the Board to have time to review the information and she directed KCSO to add this to the next Business Meeting's agenda for approval.

Assessor Bela Kovacs was present and informed the Board that the Kootenai North location had payment stations in place. He requested the Board consider providing a vehicle licensing satellite location utilizing one of those payment stations at that location.

Chair Duncan reminded those present that KCSO Sheriff Robert Norris was required to maintain an office at the County Seat.

Ms. Proud exited the meeting at 10:28 a.m.

D. 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.

A Public Comment had been received via YouTube Stream Chat from user "Tunnellord1337" who asked "what would happen if you didn't give letters of support?" Chair Duncan said that she would imagine since they already had letters of support the project would probably go through without the County's letter of support.

E. Adjournment (Action): Chair Duncan adjourned the meeting at 10:35 a.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Rosanna Santiago, Deputy Clerk