

**Minutes of Meeting**  
**TischlerBise (Galena Consulting) Impact Fees – Capital Improvement Plans**  
**June 22, 2022**  
**1:30 p.m.**

The Kootenai County Board of Commissioners: Chairman Chris Fillios, Commissioner Leslie Duncan and Commissioner Bill Brooks met to discuss the following agenda items. Also present were KCSO Sheriff Robert Norris, KCSO Undersheriff Brett Nelson, KCSO Captain Andy Deak, Chief Deputy Clerk Jennifer Locke, Deputy Finance Director Keith Taylor, Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder, Civil Deputy Prosecuting Attorney Pat Braden, BOCC Senior Business Analyst Nanci Plouffe, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present was TischlerBise (Galena Consulting) Representative Anne Wescott.

- A. **Call to Order:** Chairman Chris Fillios called the meeting to order at 1:32 p.m.
- B. **Changes to the Agenda (Action):** There were no changes to the agenda.
- C. **Business:**

**Update on Impact Fee Project for Kootenai County Sheriff's Office (Including Jail),  
Coroner's Office and Parks & Waterways Department with TischlerBise/Galena  
Consulting Representative Anne Wescott (Action)**

TischlerBise (Galena Consulting) Representative Anne Wescott stated that she felt the important thing today was for the departments' capital plans be reviewed by the Board, to keep all the different aspects in alignment. She said she had calculated impact fees for each area and felt comfortable with the results, but wanted to discuss the larger picture with the Commissioners before proceeding.

Ms. Wescott went over assumptions made regarding population growth and increased demands for services from KCSO and the eight fire and EMS (Emergency Medical Service) districts. She said they predicted another 75,000 people would be added to the County over the next ten years. She reminded those present that impact fees were intended to maintain the same levels of service under the expanded population, not to provide greater levels.

Ms. Wescott reported that she had looked at the current balance between population and KCSO staff and departmental expenses. She predicted that an additional 42 Deputies would be needed to provide the same level of service with the estimated growth. She provided information on the increases in facilities, vehicles and equipment that would go along with the extra staff. She gave the Commissioners a list of questions that needed to be answered for them to proceed. She also explained how annexation of County land into cities would be covered in the process.

There followed a discussion of the details of how needs were calculated and possible alternative approaches. Ms. Wescott provided information on growth related items for which impact fees could not be used.

Ms. Wescott moved on to review the projected needs of the Jail. She noted that the Jail had two uncompleted pods, but that it appeared these were needed now to address capacity issues. She explained that this would be considered a deficiency in current services and impact fees could not be used to remedy it. However, she said that the increase in population projections suggested that the Jail would then need about three more pods and more Deputies and equipment in the future, which could come from impact fees.

Ms. Wescott said that she had found that the Coroner's Office currently outsourced autopsies and pathology labs. She remarked that the Coroner had indicated he would like to see these brought in-house. She provided a CIP (Capital Improvement Plan) outline that would permit this and said that impact fees for growth could be asked to cover about 20% of the total, since part of it might be considered a deficiency. She explained that the argument could be made that, due to growth, the County had enough demand for these services that it would be better to bring them in-house. She suggested that the Board table this item for now, but consider doing more research on it and returning to it in the future.

Commissioner Leslie Duncan said she agreed with Ms. Wescott's points. She added that the County would not be able to find the money to pay a pathologist in the near future, addition to all the potential Deputies. She added that a pathologist would cost about \$239,000 per year.

It was generally agreed to table the Coroner's request.

KCSO Undersheriff Brett Nelson exited the meeting at 2:01 p.m.

Ms. Wescott provided a list of all the potential Parks & Waterways projects, estimated total costs and the portion for which impact fees could be used. She briefly went over the ways population growth and level of service were calculated for this topic. She said the County would need to develop about another 61 acres over the next ten years to maintain the currently established levels. She provided details on items which would also be included in this category. She added that creating master plans and CIPs (Capital Improvement Plans) were eligible for coverage by impact fees.

Ms. Wescott announced that she had scheduled a meeting for the Impact Fee Advisory Committee in the middle of July. She asked if the Board wished to add any members to the Committee. She said she had received inquiries about Chris Schrieber, Barry Sterns and Art Collins.

Commissioner Duncan suggested that the five person Committee be left as it was. She said if they were going to add more people, she felt the Board should require applications and interviews, the same as with Advisory Boards.

Commissioner Brooks and Chairman Fillios indicated agreement.

Ms. Wescott reported that she had attended a meeting for the City of Athol and the City Council voted down their request to collect impact fees for Timberlake Fire & EMS. She

said that she would try to provide additional information and education to the Athol City Council. She recommended that the County complete its process then try to change the minds of the representatives from the City of Athol.

KCSO Sheriff Robert Norris exited the meeting at 2:13 p.m.

Commissioner Duncan remarked that the County could pass the impact fee resolution and Athol could refuse to collect its portion.

Ms. Wescott confirmed this and said that, in that case, it would create an issue of inequity because they would be getting something for nothing.

Ms. Wescott stated that the Board had given her enough direction that she could now go ahead and calculate the fees and write the report. She said she would also meet two or three times with the Advisory Committee and the Committee would provide its recommendation to the Board. After that, she said there would be a hearing before Planning & Zoning. She explained the remainder of the steps in the process, including meetings between the BOCC and the mayors of each city.

- 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.

Kootenai County Representative Lori Day provided an online comment that these impact fees should have been collected starting a long time ago.

- E. Adjournment (Action):** Chairman Fillios adjourned the meeting at 2:20 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

BY: \_\_\_\_\_

Tina Ginorio, Deputy Clerk