

Minutes of Meeting
Kootenai County Master Planning
August 19, 2021
10:30 a.m.

The Kootenai County Board of Commissioners: Chair Pro Tem Leslie Duncan and Commissioner Bill Brooks met to discuss the following agenda item. Also present were Prosecutor Barry McHugh, KCSO Undersheriff Dan Mattos, KCSO Captains Andy Deak and Kevin Smart, Finance Director Dena Darrow, Buildings & Grounds (B&G) Operations Manager Greg Manley, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Also present were Longwell Trapp Architects Representative Cory Trapp, LCA (Lombard Conrad Architects) Representatives Ken Gallegos and Ben Bernier, Independent Contractor Shawn Riley, Coeur d'Alene Press Reporter Madison Hardy and Kootenai County Resident Andrea Frye. Chairman Chris Fillios was excused.

- A. Call to Order:** Chair Pro Tem Leslie Duncan called the meeting to order at 10:33 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business (Discussion):**

Kootenai County Master Planning Discussion with Cory Trapp from Longwell Trapp Architects and Ken Gallegos from Lombard Conrad Architects

Resource Management Office (RMO) Director Jody Bieze entered the meeting at 10:35 a.m.

LCA (Lombard Conrad Architects) Representative Ken Gallegos stated that his company had been asked to examine different County facilities and provide a plan to better utilize space. He said their report focused on four different campuses: the Main Campus, Public Safety, Kootenai County North and the Office of Emergency Management, and provided a series of options for each. He pointed out that each separate proposed move had been analyzed and information on each department's current square footage, new square footage, estimated time and cost to complete the change and the level of difficulty each change presented. He described the process as being like a series of dominos; one department would relocate and another would move into the vacated space. He remarked that there were different levels of complexity involved and the process and cost breakdowns would allow the County to budget for each series of moves more effectively.

LCA Representative Ben Bernier reviewed the sequence of events for Option 1 of the Main Campus. These were illustrated with diagrams. He noted that these were based on the assumption that the new building would be constructed.

- County Clerk/Assistance moves to the Elections Building
- Treasurer moves to County Clerk/Assistance
- Auditor expands into Treasurer
- New Courts Building construction begins
- Community Development moves to Kootenai County North
- Driver's License moves to Community Development
- Vehicle Licensing expands into Driver's License

- Human Resources expands into Community Development
- New Courts Building construction complete
- Adult Misdemeanor Probation (AMP) moves into new Courts Building
- Float Clerks/Traffic Courts & Specialty Courts move into new Courts Building
- Prosecutor/Civil Legal expands into old AMP
- Information Technology (IT) expands into Civil Legal

Option 2 differed somewhat.

- Community Development moves to Kootenai County North
- Auditor moves to Community Development
- Human Resources receives a remodel
- New Courts Building construction begins
- Treasurer expands into Auditor
- Recorder expands into Auditor
- GIS & Survey move to Auditor
- Assessor expands into Survey
- New Courts Building construction complete
- Civil/Legal & Prosecutor move to New Courts Building
- IT expands into Civil/Legal
- Specialty Courts, Traffic Courts & Float Clerks move to Prosecutor
- Public Defender moves to new building

Treasurer Steve Matheson entered the meeting at 11:01 a.m.

Longwell Trapp Architects Representative Cory Trapp pointed out some security gains to be found in the proposed location of the new Courts Building.

Mr. Bernier noted that a new Public Defender Building had been included in the diagram of the Main Campus.

Mr. Trapp covered the Option 1 sequence of events for the Public Safety Campus.

- Detectives move to Pierce Clegg Building
- Records moves into Detectives
- Sergeants/Patrol moves upstairs in Sheriff's Building
- Work Release to be processed through Video Visiting
- Vehicle Maintenance moves to Kootenai County North
- Operations moves to Vehicle Maintenance
- IT & Gym move to Operations (or to Vehicle Maintenance)
- Demolish Compton Building to create additional parking

Mr. Trapp also went over Option 2 for the Public Safety Campus.

- Sheriff's Building expands to include Detectives
- Records moves to Detectives' area
- IT & Gym move to New Expansion
- Demolish Compton Building to create additional parking

Independent Contractor Shawn Riley commented that a blend of Options 1 and 2 for the Public Safety Campus would also be feasible and might reduce costs somewhat.

Mr. Trapp then addressed the four possible scenarios for the Kootenai County North Campus

- **Option 1**
 - Airport Maintenance moves into warehouse & shop
 - Airport Offices move into 2 story engineering space
 - Community Development moves to central office spaces
 - IT Satellite Office moves to north office space
 - Assessor satellite office moves to north office space
 - GIS moves to north office space
 - County Storage moves to warehouse space

- **Option 2**
 - Transit Buses move into warehouse & shop
 - County Storage moves to warehouse space
 - County Maintenance moves to shop space
 - Community Development moves to central office space
 - Satellite Driver's License to two story office space lower
 - Hayden Deputies & Detectives to 2 story office space upper
 - Assessor satellite office moves to north office space
 - IT satellite office moves to north office space
 - GIS moves to north office space

- **Option 3**
 - County Vehicle Maintenance to shop space
 - Search & Rescue (SARS) moves to vehicle storage
 - Satellite Driver's License to 2 story office space lower
 - Hayden Deputies & Detectives to 2 story office space upper
 - Community Development to central office space
 - Assessor satellite office moves to north office space
 - IT satellite office moves to north office space
 - GIS moves to north office space
 - County Storage moves to warehouse space

- **Option 4**
 - Parks & Waterways moves to shop & 2 story office
 - Search & Rescue (SARS) moves to vehicle storage
 - County Storage to warehouse space
 - Community Development moves to central office space
 - Assessor satellite office moves to north office space
 - IT satellite office moves to north office space
 - GIS satellite office moves to north office space

Mr. Gallegos then outlined the potential changes for the 911/Office of Emergency Management (OEM) Campus.

- 911 addition to OEM southwest
- Existing 911 becomes backup site

Mr. Gallegos reviewed the rough estimates of the costs of the different options.

Main Campus

Option 1 \$19,080,000 to \$21,355,000

Option 2 \$25,060,000 to \$31,440,000

Public Safety Campus

Option 1 \$970,000 to \$1,415,000

Option 2 \$2,430,000 to \$2,950,000

Kootenai County North

Option 1 \$140,000 to \$200,000

Option 2 \$225,000 to \$330,000

Option 3 \$230,000 to \$340,000

Option 4 \$160,000 to \$215,000

Office of Emergency Management

Option 1 \$2,000,000 to \$2,500,000

Mr. Trapp stated that they felt the best choice for the County’s future was Option 2, for the Main Campus. He said that placing the new building on the west end would be easiest for construction and most cost effective.

Mr. Gallegos remarked that the cost for that option included \$15 to \$20 million for a new building.

Mr. Trapp said that Option 2 would also give the County more space for future growth in the old Courthouse Building. He pointed out that, in Option 1, once the new building was completed, it would be filled immediately.

Mr. Trapp said that they felt Option 1 was the best choice for the Public Safety Campus, although they would recommend keeping Vehicle Maintenance at the Sheriff’s location instead of moving it to Kootenai County North. He added that Option 2 seemed to be the most advantageous for the Kootenai County North site, which would move the Transit System there.

Mr. Trapp concluded that 911’s needs were probably the lowest priority, as things stood now.

Mr. Riley suggested that the Commissioners start setting aside money for the projected moving expenses now. He pointed out that the plans did not include FF&E (Furniture, Fixtures & Equipment), which had been estimated at \$800,000 for the new building.

Chair Pro Tem Duncan remarked that she had a plan to cover those needs.

Commissioner Bill Brooks reminded those present that Mr. Riley no longer worked for the County. He asked Mr. Riley to specify for whom he currently worked.

Mr. Riley indicated that he was employed by LCA Architects and Longwell Trapp Architects, as a consultant.

Mr. Trapp stated that known issues, such as repairs and maintenance costs on the older buildings had not been included in the cost estimates. He said those costs would need to be bundled in with the other projects.

Chair Pro Tem Duncan replied that the Board hoped to cover some of those costs through ARPA (American Rescue Plan Act) funding.

Commissioner Brooks voiced concerns about financing the projects.

Chair Pro Tem Duncan reminded those present that they would find out in September whether an expansion of the Justice Building would be covered by ARPA. She said this information was needed before they could make final decisions.

Commissioner Brooks said he did not feel comfortable using ARPA funds; he would prefer a General Obligation Bond. He remarked it would be the Elected Officials' job to sell the idea of the bond to the public.

Chair Pro Tem Duncan stressed that she would like to receive detailed input from all Elected Officials regarding which plans they preferred, including specific pros and cons.

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. There were no public comments.

E. Adjournment (Action): Chair Pro Tem Duncan adjourned the meeting at 11:27 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

LESLIE DUNCAN, CHAIR PRO TEM

BY: _____
Tina Ginorio, Deputy Clerk
