

**Minutes of Special Meeting
Commissioners' Status Update
January 13, 2026
10:00 a.m.**

The Kootenai County Board of Commissioners: Chair Bruce Mattare, Commissioner Leslie Duncan and Commissioner Marc Eberlein met to discuss the following agenda items. Also present were Clerk Jennifer Locke, Finance Director Brandi Falcon, Senior Accountant Jessica Hauser, Community Development (CD) Director David Callahan, CD Planning Manager Ben Tarbutton, Civil Deputy Prosecuting Attorney Pat Braden, BOCC Communications & Project Manager Sara Masters and Deputy Clerk Tina Ginorio. Also present was Kootenai County Resident Bill Brizee.

A. Call to Order: Chair Bruce Mattare called the meeting to order at 10:00 a.m.

B. Changes to the Agenda (Action):

Commissioner Leslie Duncan asked that item 4 from the agenda, "Sheriff Division: Executive Session pursuant to Idaho Code §74-206P(1)(d) to consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code. – Sheriff Division (Closed Session – Discussion) Decisions/Direction (Open Meeting – Action)," be moved to the upcoming Human Resources (HR) meeting.

No objections were voiced.

C. Public Comment (Discussion) 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.

D. Business:

FY26 Overtime Budgeted without Benefits (Discussion)

Finance Director Brandi Falcon reported that she had discovered a problem in the FY26 Budget, in New World. She said almost all the overtime budgets in the County had not had the appropriate taxes and benefits included with overtime wages. She provided the explanation given to her by IT (Information Technology) which traced the error through a computer program glitch that led to a setting initiated in 2008. She said the system had worked correctly from 2008 up to the 2026 budget, but circumstances had then caused a malfunction.

Ms. Falcon stated she had determined the amount that each budget would be short for taxes and benefits, with a total figure of \$342,000. She listed the funds which would and would not be able to cover their portions from their own revenues. She stated that there

was enough in the Contingency Fund to cover this cost and provided details of how it would be handled. She asked for Board direction to proceed.

Commissioner Duncan remarked that this was the sort of thing that Contingency Funds were intended for and said that Fund Balance could be tapped for any shortfall.

Chair Mattare agreed and said that the Board directed Ms. Falcon to proceed as she had outlined.

Software Consultant Selection (Discussion)

Ms. Falcon reminded those present that the Board had approved the Auditor's Office \$110,000 in 2026 to hire a software consultant to help begin the process of searching for a new financial system. She said that she, Deputy Finance Director Keith Taylor and IT Application Systems Manager Jack Duffield had talked with two different groups. She stated that all three of them had strongly preferred one group.

Ms. Falcon said she had consulted Legal and had been told that, since this would be considered a professional services agreement, there were no procurement requirements. She asked if the Commissioners approved her intent to move ahead.

All three Commissioners indicated agreement.

Draft Cell Tower Ordinance (Discussion)

Chair Mattare explained that this item had been brought to the Board's attention in November 2025. He remarked that the holiday season, among other things, had delayed their addressing it.

Civil Deputy Prosecuting Attorney Pat Braden confirmed that he had provided the Commissioners a proposed revision to the ordinance and reviewed its features.

There followed some discussion regarding safety concerns and ways the ordinance offered protection to the public.

Chair Mattare reminded those present that a group had previously come before the Board and offered to retain an attorney that specialized in this area. He remarked that Mr. Braden had created an excellent document that was a massive upgrade to the ordinance, but suggested accepting this offer might be a good idea.

Commissioner Duncan said she would agree with the suggestion, with the requirement that the document go through the County's Planning & Zoning before it came to the BOCC. She outlined the steps that the document should follow.

Chair Mattare indicated that the spouse of Jen Noel, the person who got this topic introduced, was present. He asked if this was sufficient direction for Ms. Noel's group to retain Andrew Campanelli.

Kootenai County Resident Bill Brizee said that the group would need written direction from the BOCC.

Chair Mattare said he would be happy to send that as an email. He confirmed the email would basically say, "Go ahead and have your attorney put something together, at your expense."

Sheriff Division

~~Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code. – Sheriff Division (Closed Session – Discussion)~~

Decisions/Direction (Open Meeting – Action)

This item was pulled from today’s agenda.

- 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.

Mr. Brizee thanked the Commissioners for considering Stop Smart Cities’ attorney Andrew Campanelli’s assistance with the ordinance. He stated that Mr. Campanelli was considered a national expert in this area.

Chair Mattare remarked that Mr. Campanelli had made it clear that he was not working to stop towers but to make their placement responsible and well-thought-out. He said that was what the Board would like to see in Kootenai County.

- F. Adjournment (Action):** Chair Mattare adjourned the meeting at 10:21 a.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk