

**Minutes of Meeting  
New Building Planning  
January 16, 2020  
11:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Chris Fillios, Commissioner Leslie Duncan and Commissioner Bill Brooks met to discuss the following agenda item. Also present were Assessor Rich Houser, Finance Director Dena Darrow, Deputy Finance Director Keith Taylor, Staff Accountant – Budget Michelle Chiamonte, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Also present were Contractor Shawn Riley, PAC (Panhandle Area Council) Representatives Wally Jacobsen and John Austin and Kootenai County Residents Dave Stewart and Greg Delavan.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 11:00 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business (Action Item):**

**Funding Options for New Kootenai County Administrative Building**

Chairman Fillios stated that, despite a potential Action Item being noted on the agenda, he doubted any final decisions would be made in this meeting. He said he wanted to work toward a consensus about the amount of money that would be coming back to the County from the URD (Urban Renewal District) closures. He added that he would also like to set up a process for PAC (Panhandle Area Council) and Contractor Shawn Riley, who would be representing the BOCC, to discuss logistics.

Chairman Fillios asked PAC Representative John Austin to explain the financial data he had brought, particularly the estimates of income.

Mr. Austin reported that, based on 2006 values, the County would receive an increment of about two million dollars beginning in FY22 from the first expiring URD. He explained the amount the County could get as a loan, based on the projected additional income, and the way payments could be structured to offer the maximum benefit. He suggested that the Commissioners consider whether they wanted to borrow enough for the new building and the remodeling of the old buildings all at once or if they preferred to handle them one at a time. He added that the County would be required to pay about \$600,000 per year.

Chairman Fillios inquired how much the County had appropriated for the project so far. Contractor Shawn Riley replied that the last amount he had heard was \$4.5 million. Finance Director Dena Darrow confirmed the figure.

Mr. Austin commented that having that amount in reserve would allow the Board more flexibility. He noted that the River District URD would also expire in about eight years, which would probably offer the County an additional increment of about a million dollars each year.

Mr. Austin asked how the County would like to proceed from this point. He and Chairman Fillios discussed details of financing options.

Ms. Darrow reminded the Commissioners that there was a possibility that the Legislature might change the rules that permitted the County to take new growth. She cautioned that new limits would be placed on their ability to finance the building project if the County had to start choosing between taking 3% and taking new growth.

Commissioner Leslie Duncan commented that the Board should have a better idea of the Legislature's intentions by the end of the first week of April 2020.

Commissioner Bill Brooks inquired whether the public could get access to the spreadsheet Mr. Austin had provided to the Board. He indicated that he was not comfortable proceeding unless the public received full disclosure of the data.

Mr. Austin said that the spreadsheet could be posted on the County's website and offered to put it on the PAC site as well. He warned the Commissioners that the information was only preliminary and expressed concern that members of the public would not realize that these were not final figures.

It was generally agreed that the information would be clearly marked as preliminary estimates when released to the public, to avoid any confusion.

Ms. Darrow inquired whether the County could immediately settle on PAC as the financier or if a total of three bids from different entities would be required.

It was generally agreed that Legal would be consulted regarding whether additional bids were needed.

Mr. Riley explained that the next important step to take would be the selection of the architect. He said that the County would need to send out an RFQ (Request for Qualifications), then create a selection committee to review the responses and report their recommendations to the Board. He remarked that, after that, they would have to look for a CMCG (Construction Manager/General Contractor) to oversee the project. But, he added, before any of that could begin, the Board had to decide exactly what the new building would be like and what departments would be in it.

Commissioner Duncan agreed with Mr. Riley's suggestion. She proposed that the Board refrain from making final decisions on financing until after the Legislature clarified its position on new growth.

There was general agreement voiced.

Assessor Rich Houser noted that there were alternatives to PAC funding the project. He suggested that those be explored. He suggested that the Board consider increasing user administrative fees, for example, by adding \$5 to each vehicle registration. He noted that Legal would need to review the idea to ensure it was appropriate, but this would avoid committing the increments coming back to the County from the expiring URDs.

Commissioner Brooks exited the meeting at 11:36 a.m.

Commissioner Duncan remarked that she had heard that KMPO (Kootenai Metropolitan Planning Organization) was considering something similar, but for \$50 rather than \$5. She suggested that, if KMPO’s request were voted down, the County’s smaller one would be viewed more favorably. She said she would be willing to pursue the idea, with the help of Assessor Houser.

Chairman Fillios voiced his support. He added that he felt the Board should decide who would occupy the new building, based on the space study provided by Scott Fischer of Architects West, before working on the funding any further.

Ms. Darrow commented that the County could look into doing a URD of its own, if all alternatives were being considered.

BOCC Senior Business Analyst Nanci Plouffe exited the meeting at 11:43 a.m.

- D. 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.

Kootenai County Resident Dave Stewart asked whether the County would retain ownership of the land.

Mr. Austin confirmed that the County would own the land and lease it to PAC.

- E. Adjournment (Action):** Chairman Fillios adjourned the meeting at 11:44 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: \_\_\_\_\_  
Tina Ginorio, Deputy Clerk

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