

Minutes of Special Meeting
Assessor
December 4, 2015
9:00 a.m.

The Kootenai County Board of Commissioners: Chairman Dan Green, Commissioner Marc Eberlein, and Commissioner David Stewart met to discuss the following agenda item. Also present were Assessor Mike McDowell, Chief Deputy Assessor Richard Houser, Administrative Manager Jan Lindquist, Information Systems Applications Systems Manager Carrie Cole, and Deputy Clerk Alicia Lynch.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 9:00 a.m.
- B. Introductions:** There were no introductions.
- C. Changes to the Agenda:** There were no changes to the agenda.
- D. New Business:**

Proposal by the Assessor's office to transfer microfiche to a digital format, which is necessary due to outdated hardware and the ability to access information

Chief Deputy Assessor Richard Houser explained that the microfiche reader was no longer compatible with current County software. He stated he discussed the issue with an Integra representative (a developer of the County's Paperclip program where County documents are currently saved) at an Assessor conference. He said the Assessor's office has 1.1 million microfiche images that would need to be converted. Mr. Houser said that after reviewing the Assessor's microfiche, Integra supplied an estimate that could be paid in three installments or as one lump sum totaling \$73,343.79. He added that this fee would be for full service but that it was not budgeted by the Assessor's office in FY2016.

Administrative Manager Jan Lindquist explained that the Assessor's office had been using microfiche from 1979 to 2005. She stated that the microfiche reader was very large, filling an entire work station. Information Systems Applications Manager Carrie Cole stated that using Integra would result in a seamless transition as they already serviced the County.

Assessor Mike McDowell explained that in 1982 a conversion was made in the parcel numbering system which meant that only a portion of the microfiche could be uploaded into Paperclip. He said the rest of the microfiche would need to be converted to a digital format and saved in a cross reference system on a hard drive.

Chairman Green said it was a reasonable request but he would like to see it come through the budgetary process. He also questioned if it was something that would need to go out to bid.

Mr. Houser stated that he had a reservation regarding sending the microfiche away as they were originals with no copies.

Chairman Green suggested making it a provision of the bid and/or contract that all of the microfiche stay on the premises and vendors come to the County in order to convert the microfiche.

The Board was in favor of the conversation but took no action at this time.

- 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. There were no public comments.

Chairman Green adjourned the meeting at 9:16 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Alicia Lynch, Deputy Clerk
