

**Minutes of Meeting**  
**FY19 Budget Deliberations-Assessor Departments**  
**May 30, 2018**  
**8:30 a.m.**

The Kootenai County Board of Commissioners: Chairman Marc Eberlein, Commissioner Chris Fillios, and Commissioner Bob Bingham met to discuss the following agenda item. Also present were Clerk Jim Brannon, Chief Deputy Clerk Jennifer Locke, Finance Director Dena Darrow, Financial Performance & Compliance Senior Manager Kimberli Riley, Assessor Mike McDowell, Chief Deputy Assessor Rich Houser, Administrative Manager Jan Lindquist, Vehicle Licensing Manager Holly Thompson, Residential Appraiser Manager Darin Krier, Specialized Appraisal Manager Rod Braun, Administrative Secretary Reba Grytness, and Deputy Clerk Ronnie Davisson.

- A. Call to Order:** Chairman Marc Eberlein called the meeting to order at 8:30 a.m.
- B. Introductions:** There were no introductions.
- C. Changes to the Agenda:** There were no changes to the agenda.
- D. Action:**

**Discussion with Mike McDowell, Assessor's Office Representatives, and Auditor's Staff Regarding FY19 Assessor's Department Budget**

County Surveyor Rodney Jones and Mapping Manager Joe Johns entered the meeting at 8:31 a.m.

Clerk Jim Brannon began the meeting by passing out a copy of the Assessor's Department FY19 Budget snapshot. Assessor Mike McDowell said the requests of his departments were solely out of necessity and without those requests, his Operating Budget would have been flat. However, those necessities arose out of the large amount of growth the County has had.

Chief Deputy Assessor Rich Houser explained they were requesting an ATV and two used vehicles, noting in FY18 they had been able to replace their two oldest vehicles with replacements from Fleet Management, but needed to replace two other older vehicles. Mr. Houser continued, stating the current forester did not have an ATV to help assist her getting to remote properties and that he might have an avenue through the Sheriff's Office to obtain an ATV. Assessor McDowell said there was still roughly 40% of the timberlands that needed to be properly classified for productivity and stated the current projection of completing the classifications was 13 years.

Specialized Appraisal Manager Rod Braun said he had performed a cost analysis related to the ATV purchase. A new ATV would be approximately \$7200, it would pay for itself in roughly one to two years, strictly based on labor cost savings, if an ATV would be acquired from the Sheriff's Office, it could potentially pay for itself the first season. Mr. Houser said they had a tow vehicle and a trailer for transport.

Mr. Houser said the New Program requests were related to Personnel costs associated with onboarding expenses. He then noted the 2019 Imagery with Structure Change Analysis for the Land Records Division. Mr. Houser explained with the new flyover imagery that had been approved in FY18, this requested program would help identify and record any change in parcels.

Residential Appraisal Manager Darin Krier spoke to the estimated New Growth. He said he had estimated a 3% growth and since 2012, there had been an estimated 5600 new residential dwellings. Further, most of the Residential Appraisers were doing between 2000-2200 parcels yearly. Mr. Krier said there were many new sales that were not inspected because of lack of staff. He said he was requesting two new Residential Appraiser positions to help facilitate the workloads strictly related to the amount of growth.

Chairman Eberlein inquired why overtime was being requested, as they were requesting five new positions. Mr. Houser said the overtime budget was cut to \$1000 in FY18, overtime had been expended and that they were requesting to add it back to their Budget. Further, the QLESS system implementation had helped to cut down the overtime in Vehicle Licensing. Mr. Houser also pointed out that the three requested Title Clerk positions for Vehicle Licensing would not be an increase to the taxpayers, as Vehicle Licensing was fully self-sufficient.

Clerk Brannon directed the discussion to Operating Budget Requests. Assessor McDowell said there was an increase of \$48,076 reflected in the Appraisal Division for Expert Witness fees; without the increase, the Appraisal Operating Budget would have a \$176 increase. He explained it had been cut from the FY18 Budget and could be cut from the FY19 Budget.

Ultimately, the Board agreed to cut the \$47,900 for Expert Witness Fees.

- 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 Eberlein adjourned the meeting at 9:31 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

MARC EBERLEIN, CHAIRMAN

BY: \_\_\_\_\_  
Ronnie Davisson, Deputy Clerk

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