
Harrison County Assessor

111 N. 2nd Ave. Logan, IA 51546

Harrison County Conference Board
January 22, 2015 Minutes

The Harrison County Conference Board met in the Harrison County Courthouse, Supervisors' Office at 11:00 a.m. on January 22, 2015. Meeting Agenda was noted for Annual Budget Review. Meeting notice was posted January 8, 2015.

Supervisor Chairman, Walter Utman, called the meeting to order at 11:00 a.m. Those in attendance were:
Supervisors: Walter Utman, Gaylord Pitt, Russ Kurth
School Board Representatives: Matt Pitt, Dan Zaiser, Jennifer Thomas
Mayors: Bernard Murphy, Brian Rife, Richard Gau, Clint Sargent
Assessor/Clerk: Brenda Loftus
Others in Attendance: Lori Cohrs, Mayor Pro-Tem; Sean Codgill, Woodbine School Board; Susan Bonham, Auditor; Bob Ehler, Vanguard Appraisals, Inc.; Joanna Barnard, Deputy Assessor

Moved by Brian Rife, seconded by Clint Sargent, to approve the agenda as written. Motion carried.

Moved by Bernard Murphy, seconded by Rick Gau, to approve the minutes from June 5, 2014 as written. Motion carried.

Iowa Open Meetings / Open Records Handbooks and Conference Board Guidelines were presented to the members in attendance for review. An office report was presented by Brenda Loftus, Assessor, for an update on the last 6 months and plans for future projects.

A request for reappointment of Brenda Loftus as Assessor was made for term January 1, 2016 – December 31, 2021. Moved by Walter Utman, seconded by Brian Rife, to reappoint Brenda Loftus as Assessor. Motion carried. Unanimous vote.

A request for reappointment of Rollie Roberts as a member of the Board of Review for term January 1, 2015 – December 31, 2020 was made. Moved by Clint Sargent, seconded by Walter Utman, to approve the reappointment of Rollie Roberts to the Board of Review. Motion carried. Unanimous vote.

The acting members of the Board of Review will be as follows:

Rolland Roberts, Dunlap (2015); Nick Cleveland, Woodbine (2011); Lary Gaver, Missouri Valley (2012); Marilyn Boustead, Woodbine (2013); & Myrna Lightwine, Pisgah (2013).

The 2014 – 2015 Budget Amendment was reviewed by the Conference Board. An adjustment needed to be made to the line budget line item for Deputy Assessor Salary. This is due to the change in employees and payout of previous Deputy Assessor for accrued time. The Board moved to not amend the current budget, but to allow the line item for Assessor's Salary & Other Personnel to cover the overage in the Deputy Assessor's Salary.

Moved by Matt Pitt, seconded by Rick Gau to allow the Assessor's Salary & Other Personnel Budget line items to cover expenses from the Deputy Assessor's Salary. Motion carried. Unanimous vote.

The 2015 – 2016 Budget was reviewed in detail. Line items were presented to update the Conference Board on those expenses needed to update the office to comply with the current assessment practices. Three options were presented to the Board for review. Appropriate Budget forms will be completed as prescribed by the Conference Board and presented for approval at the next meeting.

Bob Ehler from Vanguard Appraisals, Inc. provided a Q & A session to discuss the Appraisal Services Contract. He provided information about the appraisal services and how they would be conducted, if we elected to proceed. The service would be conducted in 2017 and 2018 for implementation for the assessment year 2019. The estimated cost of the project, based upon current parcel data, will be \$952,435.

Moved by Clint Sargent, seconded by Bernard Murphy to approve the appraisal services contract with Vanguard Services to be completed January, 2019. This requires a yearly budgeted reserve fund of \$250,000 for each of the next four years in preparation for the appraisal service contract. Motion carried.

Roll call vote: Supervisors: Walter Utman-Y, Russ Kurth-Y
School Board Representatives: Matt Pitt-Y, Dan Zaiser-Y, Jennifer Thomas-Y
Mayors: Bernard Murphy-Y, Brian Rife-N, Richard Gau-Y, Clint Sargent-Y, Lori Corhs -Y

Meeting was adjourned at 1:50p.m.

Walter Utman, Chairman

Brenda Loftus, Clerk