
Harrison County Assessor
111 N. 2nd Ave. Logan, IA 51546

Harrison County Conference Board
January 28, 2016 Minutes

The Harrison County Conference Board met in the Harrison County Courthouse, Supervisors' Office at 11:30 a.m. on January 28, 2016. Meeting Agenda was noted for Annual Budget Review. Meeting notice was posted January 18, 2016. Meeting was delayed from the original 11:00 a.m. time to avoid an unforeseen conflict with the EMA & E911 Public Hearings.

Chairman, Gaylord Pitt, called the meeting to order at 11:30 a.m.

Those in attendance were:

Supervisors: Walter Utman, Gaylord Pitt, Russ Kurth

School Board Representatives: Matt Pitt, LoMa; Dan Zaiser, Missouri Valley; Shawn Cogdill, Woodbine; Lynn Stamp, Tri-Center

Mayors: Jason Knickman, Dunlap; Brian Rife, Mondamin; Sherry Sherer, Pisgah; Richard Gau, Woodbine; David Weigelt, Magnolia; Steve Howerton, Modale; Lori Cohrs, Logan Mayor Pro-Tem; Sherman Struble, Missouri Valley Mayor Pro-Tem

Assessor/Clerk: Brenda Loftus

Others in Attendance: Susan Bonham, Auditor; Joanna Barnard, Deputy Assessor

Moved by Walter Utman, seconded by Matt Pitt, to approve the agenda as written.

Motion carried. Unanimous vote.

Moved by Richard Gau, seconded by Russ Kurth, to approve the minutes from February 26, 2015 as written.

Motion carried. Unanimous vote.

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 previous year's progress and plans for future projects.

A request was made for a formal acknowledgement of completion of provisional training & final certification as required by the Iowa Department of Revenue, for eligibility for the reappointment of Brenda Loftus as Assessor for term January 1, 2016 – December 31, 2021.

Moved by Walter Utman, seconded by Richard Gau. Motion carried. Unanimous vote.

A request for reappointment of Nick Cleveland as a member of the Board of Review for the term January 1, 2016 – December 31, 2021 was made. Moved by Matt Pitt, seconded by Jason Knickman, to approve the reappointment of Nick Cleveland 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 (2016); Lary Gaver, Missouri Valley (2012); Marilyn Boustead, Woodbine (2013); & Myrna Lightwine, Pisgah (2013).

A request for consideration of Part-Time Employee was presented. The position would consist of a temporary position, scheduled 2-3 days per week, at \$8 per hour, with no additional benefits provided. Previous volunteer was a family member and would require prior-approval by the board to be considered for paid employment. Moved by Lynn Stamp, seconded by Steve Howerton, to approve the temporary part-time position and family member hire if best qualified.

Motion carried. Unanimous vote.

The 2015 – 2016 Budget Amendment was reviewed. Amendments were discussed for increases due to health insurance, legal services, and equipment maintenance.

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Moved by Matt Pitt, seconded by Brian Rife, to approve the 2015-2016 Budget Amendment as presented and to set the 2015-2016 Amendment of Current Budget - Public Hearing to February 18, 2015 at 11:00.

Notice of Public Hearing – Amendment of Current Budget will be published in the Missouri Valley Times. The proposed budget will be printed on Friday, February 5, 2016.

Motion carried. Unanimous vote.

The 2016 – 2017 Budget was reviewed in detail. Line items were presented to the Conference Board.

Moved by Brian Rife, seconded by Rick Gau, to approve the budget as presented for publication
The line item for the assessor's salary was approved for the current salary plus % of increase as will be determined for the elected department heads. Office expenditures were approved for \$110,875; Unreserved/Designated Fund Balance for \$515,000 (designation to contracted revaluation services & motor vehicle purchase); and Unreserved/Undesignated Fund Balance of \$19,206. Total proposed expenditures for year ending 6-30-2017 of \$366,075; with \$610,659 to be allocated by taxation. Proposed taxation rate per \$1,000 valuation: 0.67466.

Motion carried. Unanimous vote.

Motion was made by Shawn Cogdill to increase the Assessor's wage above the county approved increase by 1 ½ % contingent upon the reduction of the Clerk's salary of 75% of the Assessor's salary to 72 ½%. Motion failed due to lack of second.

Moved by Brian Rife, seconded by Steve Howerton, to set the 2016-2017 Budget Public Hearing to February 18, 2015 at 11:00.

Notice of Public Hearing – Proposed Budget will be published in the Missouri Valley Times. The proposed budget will be printed on Friday, February 5, 2016.

Roll call vote: Supervisors: Walter Utman - Y, Russ Kurth - Y
School Board Representatives: Matt Pitt - Y, Dan Zaiser -Y, Shawn Cogdill -Y
Mayors: Jason Knickman - Y, Brian Rife - Y, Sherry Sherer - Y, Richard Gau - Y,
David Weigelt - N, Steve Howerton - Y
Those absent at time of vote: Gaylord Pitt, Lynn Stamp, Lori Cohrs, Sherman Struble

Motion carried.

A request was made for approval of alternate hours of operation. Employee hours would be granted on a flexible 40 hour work week. Normal office hours will be maintained unless otherwise deemed necessary, all alternate hours will be documented on time sheets. Moved by Richard Gau, seconded by David Weigelt to approve the "Flex 40" hours.

Motion carried. Unanimous vote.

Moved by Steve Howerton, seconded by Sherry Sherer to approve of the addition of Miscellaneous Receipts Fund/Account. This fund will be established by the Auditor's office for use by the Assessor's office to accept incoming funds collected. At this time, the fund is needed to accept the pending grant money to be received upon completion of the CSRII land valuation and publication.

Motion carried. Unanimous vote.

Motion to adjourn made by Brian Rife, seconded by Richard Gau.

Gaylord Pitt, Chairman

Brenda Loftus, Clerk