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

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Harrison County Conference Board  
February 1, 2017 Minutes

The Harrison County Conference Board met at the Logan Community Center at 8:00 a.m. on February 1, 2017. Meeting Agenda was noted for Annual Budget Review. Meeting notice was posted January 30, 2017.

Chairman, Walter Utman, called the meeting to order at 8:02 a.m.

Those in attendance were:

Supervisors: Walter Utman, Russ Kurth

School Board Representatives:

Mark McAllister, Boyer Valley; Jeff Janssen, Missouri Valley; Jennifer Thomas, West Harrison; Michael Jensen, Woodbine

Mayors:

Jason Knickman, Dunlap; Brian Rife, Mondamin; Sherry Sherer, Pisgah; David Weigelt, Magnolia; Steve Howerton, Modale; Lori Cohrs, Logan Mayor Pro-Tem

Assessor/Clerk: Brenda Loftus

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

Moved by Rife, seconded by Kurth, to approve the agenda as written.

Motion carried. Unanimous vote.

Moved by Rife, seconded by Sherer, to approve the minutes from February 18, 2016 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.

The board elected to move to New Business Items regarding the Board of Review, due to Jeff Janssen's other meeting requirements.

A request was made for a formal acceptance of Lary Gaver's resignation from the Harrison County Board of Review.

Moved by Cohrs, seconded by Thomas. Motion carried. Unanimous vote.

The Board reviewed the requirements of the membership & considered individuals for appointment to the Board of Review:

*As nearly as possible, the board shall include one licensed real estate broker and one registered architect or person with experience in the building and construction field. In the case of a county, at least one member of the board of review shall be a farmer. Not more than two members of the board of review shall be of the same profession or occupation and members must be residents of the jurisdiction. In determining eligibility for membership on a board of review, a retired person shall not be considered to be employed in the occupation he or she pursued prior to retirement, unless that person remains in reasonable contact with his or her former occupation, including some participation in matters associated with that occupation. The terms of the board of review members shall be for six years and shall be staggered.*

Paul Oldberg was considered for the appointment as a member of the Board of Review for the remaining term January 1, 2017 – December 31, 2017. An additional recommendation of Rick Emswiller was made by Jason Knickman. Board Members and Deputy Assessor, Joanna Barnard, presented background and employment history regarding Mr. Oldberg. Oldberg had been contacted and would be willing to serve on the Board of Review.

Moved by Rife, seconded by Weigelt, to approve the appointment of Paul Oldberg to the Board of Review. Motion carried. Unanimous vote.

Oldberg will complete the term requirements of the recently vacated seat and will be up for reappointment in January of 2018.

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

Rolland Roberts, Dunlap (2015); Nick Cleveland, Woodbine (2016); Paul Oldberg, Missouri Valley (2017); Marilyn Boustead, Woodbine (2013); & Myrna Lightwine, Pisgah (2013).

Jeff Janssen excused himself from the meeting at 8:45.

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An office report was presented by Brenda Loftus, Assessor, for an update on the previous year's progress and plans for future projects. Many items were discussed in regards to the progress and stages for the upcoming revaluation project. Additional dialogue between the assessor and Board included: Public information meetings & website and imagery tools available to the cities and school districts.

Returning to New Business. A request for consideration of Transitional Employee was presented. The position would only be filled upon the notice of retirement of the current eligible employee.  
No Motion was made or action taken.

The 2017 – 2018 Budget was reviewed in detail. Line items were presented to the Conference Board.

Much debate and deliberation was entered by the Board upon the salary of the Assessor. The assessor presented comparative data from the ISAC salary postings for the current fiscal period. With all perspectives considered it was moved by Cohrs, seconded by Thomas, to approve the line item for the assessor's salary for the current salary plus 4% wage increase.

Roll call vote: Supervisors: Walter Utman – N, Russ Kurth - N  
School Board Representatives:  
Mark McAllister – Y; Jennifer Thomas – Y; Michael Jensen – Y  
Mayors:  
Jason Knickman – Y; Brian Rife – N; Sherry Sherer – Y; David Weigelt – Y;  
Steve Howerton – N; Lori Cohrs – Y  
Those absent at time of vote: Jeff Janssen

Remaining budget expenditures were discussed and updated. Transitional employee wage and retirement accrual was removed from line 39 of salaries, with \$15,000 moved to line 44 (Employee Benefits) to proactively prepare for payment of current retirement eligible accruals. The proposed health insurance increase of 20% was reduced to 10%. Postage was reduced by \$2,000 as a result of recent information presented by the Assessor for cost savings. FICA & IPERS were recalculated and reduced, based upon the previously approved 4% wage increase and the updated accruals as required.  
Moved by Kurth, seconded by Knickman, to approve the budget as amended for publication.  
Roll Call Vote was called. Motion carried. Unanimous vote.

Total expenditures were approved for \$874,821; Unreserved/Designated Fund Balance for \$282,500 (designation to contracted revaluation services, motor vehicle purchase, & Court Appeals); and Unreserved/Undesignated Fund Balance of \$77,660. Total proposed expenditures for year ending 6-30-2018 of \$874,821; with \$587,969 to be allocated by taxation. Proposed taxation rate per \$1,000 valuation: \$0.62441.

Moved by Rife, seconded by Jensen, to set the 2017-2018 Budget Public Hearing to February 23, 2017 at 8:00am. Meeting will be held in the Supervisor's Office, prior to their scheduled Thursday meeting.  
Notice of Public Hearing – Proposed Budget will be published in the Missouri Valley Times News. The proposed budget will be printed on Wednesday, February 8, 2017.  
Motion carried. Unanimous vote.

Harrison County will be updating the Employee Handbook. The assessor's vacation accrual policy will be included in the new handbook. Discussion over the inclusion of the current or a revised policy followed. The vacation accrual policy will be added to the next agenda for further discussion.

Motion to adjourn made by Rife, seconded by Knickman. Motion carried

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Walter Utman, Chairman

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Brenda Loftus, Clerk