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

Harrison County Conference Board
February 15, 2018 Minutes

The Harrison County Conference Board met in the Harrison County Courthouse, Supervisors' Office at 8:00 a.m. on February 15, 2018. Meeting Agenda was noted for Annual Budget– Public Hearings & Approval. Public Hearing was published in the Missouri Valley Times News, February 2, 2018. Meeting notice was posted February 1, 2018 at the Assessor's office and upon the Harrison County Courthouse bulletin board.

Chairman, John Straight, called the meeting to order at 8:00 a.m.

Those in attendance were:

Supervisors: John Straight, Walter Utman, Larry King

School Board Representatives:

Randy Koenig, Logan Magnolia; Jennifer Thomas, West Harrison; Doug McElwain, Woodbine

Mayors:

Jason Knickman, Dunlap; Brian Rife, Mondamin; Clint McDonald, Logan; Richard Gau, Woodbine;
Sherman Struble – Missouri Valley Pro-Tem

Assessor/Clerk: Brenda Loftus

Others in Attendance: Joanna Barnard, Chief Deputy Assessor; Leigh Meeker – Assessor Clerk/Appraiser; Lori Thompson, Recorder; Shelia Philips, Treasurer; Susan Bonham, Auditor

Moved by Utman, seconded by King, to approve the agenda as written.

Motion carried. Unanimous vote.

Moved by Rife, seconded by Thomas, to approve the minutes from January 26th, 2018 as written.

Motion carried. Unanimous vote.

Public Hearing was opened at 8:03 a.m. for the 2018-2019 Budget.

It was noted by the Assessor and by the Conference Board that no public comment had been received regarding the published 2018-2019 proposed budget.

Utman posed a question regarding Line item 71 (Unreserved/Undesignated). This amount covers operating expenses for the first three months of the next period (July through September) prior to tax collection.

Auditor Bonham stated that Line item 70 (Unreserved/Designated) should be presented to the Conference Board. This item was presented at the first budget meeting, and items were amended per the Conference Board's request. A spreadsheet of the designated funds and each of their respective balances are presented to the board each year.

Utman questioned the percentage adjustment to the salary lines. 4% was included in the budget as published. Utman suggested that this line item should be changed to reflect the 3% as proposed to be approved for the other county officials. Assessor Loftus noted to change the line item we would need to amend the published budget. McDonald noted that the budget could remain at the current dollar amount. If the percent is approved for less than budgeted, less will be expensed, and the remainder will stay within the fund. No motions were made.

Koenig inquired about the difference in regards to Line item 44 (employee benefits), a change from last year's budget to this year. Accrual of vacation and personal time for recently retired clerk. This item has been paid and is not included in the 2018-2019 budget.

A review was made of the Revaluation Project, State Equalization Orders, future reviews of property, current and past levies, & aerial imagery.

Much discussion was had about the % increase to salaries. Questions were addressed about what is allowable within the structure of the published budget and what would be required with any changes.

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Utman asked if the approved salary would be acceptable to the Assessor's office. Loftus stated that the Conference Board must approve the budget and the items would be expensed as approved.

New Clerk/Appraiser, Leigh Meeker, was introduced to the Conference Board.

Correction was made to previous meeting information regarding Human Resource Services not being available to the county. Doug Pedersen, of HR Systems, does provide these services as needed.

Discussion returned to salary. Loftus posed the question as to what has been determined to be basis for the pay scale. After much discussion, Koenig offered the suggestion of establishing a sub-committee to research the salary before next year. The committee would potentially be comprised of an individual from each voting unit. McDonald offered that this committee could analyze and prepare a recommendation to be presented to the Conference Board as a whole. Rife and Koenig also recommended that the Board should think about a meeting to consider future guidelines for hiring and reviews.

The Board noted to call an additional meeting. A meeting time will be arranged by the chairman mid-year to convene the Conference Board to establish the proposed salary/review committee. The committee should then meet in November or December, prior to the first budget meeting in January. A market research study will be completed. Findings and recommendations will be brought to the Conference Board as a whole for final vote.

After a question about current Assessor requirements by the State of Iowa, Loftus explained the change from previous requirements to the newly established qualifications. These changes included prerequisite IAAO classes before sitting for the Assessor's exam, and completion of a State or National accreditation within the first 6 years in office. These requirements are in addition to the current mandatory hours of continuing education.

Moved by McDonald, seconded by Thomas, to close the Public Hearing for the 2018-2019 Budget at 9:14 a.m. Motion carried. Unanimous vote.

Moved by Rife, seconded by Knickman, to adopt and submit the 2018-2019 budget as published.

Roll call vote:

Supervisors: John Straight - Y, Walter Utman - Y, Larry King - Y

School Board Representatives:

Randy Koenig, Logan Magnolia – Y; Jennifer Thomas, West Harrison - Y; Doug McElwain, Woodbine - Y

Mayors:

Jason Knickman, Dunlap - Y; Brian Rife, Mondamin – Y; Clint McDonald, Logan - N;

Richard Gau, Woodbine – Y; Sherman Struble - Y

Motion carried.

Auditor Bonham, requested clarification as to the established salary for the Assessor.

Rife restated his motion from the previous meeting as "Whatever is adopted (*for the county officials*) by the Supervisors".

Meeting was adjourned. Motion made by Gau, seconded by Thomas. Motion carried.

Chairman

Clerk