

MEETING OF THE WORTH COUNTY CONFERENCE BOARD JULY 15, 2022

Opening:

The Worth County Conference Board met at the Courthouse, Northwood, IA, on Friday, July 15, 2022 at 9:00 AM.

The meeting was called to order by Chairperson Enos Loberg at 9:02 AM. There was a quorum present. One member was present via Zoom.

Present:

Supervisors: A. J. Stone, Enos Loberg

Mayors: Doug Moehle, Corey Pulju, Mark Thoma

School Board Representatives: Bradley Christianson, Jean Schilling, Kim Severson via Zoom

Assessor: Cindy Thompson

Others present: Chief Deputy Assessor: Judy Stevens, Assessor Office staff: Andrea Myli

Absent:

Supervisor: Mark Smeby

Mayors: Nick Bailey, John Bork, Rick Scholbrock, Timothy O'Keefe

School Board Representatives: Kari Osheim, Kyle Tabbert

Chairperson Loberg asked for a motion to approve the agenda, it was so moved by Mark Thoma and seconded by Corey Pulju. The agenda was approved as distributed.

New Business:

Adopt Rules of Conduct:

A motion was made by Jean Schilling and seconded by Douglas Moehle to adopt the following rules of conduct with an addition to rule # 3 allowing for extended speaking time at the discretion of the Chairperson.

1. Anyone who is not an official member of the conference board must request permission from the chairperson and must be recognized by the chairperson to speak.
2. The remarks made from anyone who is not an official member of the conference board must be appropriate and germane to the issue then being considered by the conference board.
3. Any comments from the public cannot exceed 5 minutes per person per item on the conference board meeting agenda. Additional speaking time may be granted at the discretion of the chairperson.
4. All remarks must be addressed to the chairperson and should not be made directly to other persons in attendance.
5. Profanity and slanderous remarks will not be permitted.
6. Persons in attendance shall remain quiet and courteous when the person recognized by the chairperson is speaking.

Motion carried as follows:

School Boards: Jean Schilling - Aye
 Kim Severson - Aye
 Bradley Christianson - Aye
Mayors: Mark Thoma - Aye
 Corey Pulju - Aye
 Douglas Moehle - Aye
Supervisors: Enos Loberg - Aye
 AJ Stone - Aye

Assessor Vehicle Discussion

An incident report was submitted to the County Supervisor Mark Smeby by employees of Worth County Conservation alleging that the Assessor misused the county vehicle for personal reasons. This report was sent out via email to all Conference Board members. Assessor Thompson also emailed out a statement explaining that she was using the vehicle to drive to a professional

conference for the North Central Regional Association of Assessing Officers in Deadwood, SD. Discussion followed regarding the proper handling of an incident report. Supervisor Stone stated that the incident report should have been sent to Worth County's external Human Resources consultant and then brought to the Conference Board with a recommendation. Jean Schilling made a motion and Bradley Christianson seconded to pass the incident report on to Worth County's Human Resources consultant.

Motion carried as follows:

School Boards: Jean Schilling - Aye
 Kim Severson - Aye
 Bradley Christianson - Aye
Mayors: Mark Thoma - Aye
 Corey Pulju - Aye
 Douglas Moehle - Aye
Supervisors: Enos Loberg - Aye
 AJ Stone - Aye

Assessor Thompson asked the Conference Board for their advice regarding the vehicle use policy. A motion was made by Mark Thoma and seconded by AJ Stone to recess the meeting at 9:16 AM and enter closed session. Motion carried.

Mark Thoma motioned and AJ Stone seconded to come out of closed session. Motion carried as follows:

School Boards: Jean Schilling - Aye
 Kim Severson - Aye
 Bradley Christianson - Aye
Mayors: Mark Thoma - Aye
 Corey Pulju - Aye
 Douglas Moehle - Aye
Supervisors: Enos Loberg - Aye
 AJ Stone - Aye

The meeting resumed regular session at 9:41 AM

The Board related that the Assessor's use of the vehicle was not improper and that no changes need to be made to the vehicle use policy at this time. Board member Jean Schilling stressed that incident reports need to be addressed using a documented complaint resolution process.

The Board requested a copy of the Worth County Handbook for the purpose of reviewing current policies and procedures.

FY 2022 Budget & Claims Review

The Assessor reported that there is a remaining balance of \$35,280.56 in the Assessment Expense Fund at the end of FY 2022. The Assessor informed the Conference Board that a budget amendment may be required in FY 2023 if the Vanguard Revaluation process exceeds the estimated cost of \$520,000.

The Assessor reported on the current claims process whereby claims are submitted and paid through the auditor's office. Board member Jean Schilling asked if the accounts payable procedure through the auditor's office is working well. Assessor Thompson replied that it is.

Sales Ratio Review:

The Assessor presented an educational slideshow with several examples of current sales in Worth County, including the recent sale price and current assessed value. She informed the board that, according to the most recent sales ratio study, values will likely increase for Assessed Year 2023.

Assessor Handbook:

The Assessor reported to the Conference Board that the new policy handbook has been submitted to the County's external Human Resources Department and approved with two minor alterations. The Conference Board requested a copy of the updated Assessor Policy Handbook.

Credit Card:

The Assessor discussed the need for a Department Credit Card. The Conference Board agreed to revisit the issue once the Policy Handbook is in place.

Assessor Wage Analysis:

The Assessor presented the Conference Board with a wage analysis and information regarding the current state of the profession. Board member Mark Thoma said he would be interested in seeing taxable value for the county.

Chairperson Loberg asked for a motion to adjourn the meeting. Doug Moehle so motioned and Bradley Christianson seconded. Motion carried unanimously. Meeting was adjourned at 10:34 A. M.

CHAIRPERSON

ATTEST:

CLERK, CONFERENCE BOARD