

COUNTY OFFICES COMMITTEE: Mr. James Arduini, Chair

The County Offices Committee met on September 5, 2014 at 2:30 PM in Room 108 at the Courthouse. Those present were James Arduini, John Espinoza, and Martin Koster. Ruth Stanley was absent. Also present were Jim Duffy, Joel Horn, Dana Nelson, Dawn Young, Robin Brands, Lauren Lee, John Maas, Sue Britt, and Lori Keppen.

1. Claims for August were reviewed, Mr. Koster moved their approval, Mr. Espinoza seconded, motion carried.
2. County Clerk Dana Nelson presented her CFY15 budget requests. Mrs. Nelson advised her budget request was not much different than last year's.
3. County Recorder Dawn Young presented her CFY15 budget requests. Mrs. Young is anticipating a little more revenue due to current house sales. It was noted, this year no transfer from Fund 78 will be made to Fund 1 as there will not be enough money for the fund transfer.
4. Supervisor of Assessments Robin Brands:
 - a. Mrs. Brands advised the Farmland Assessment Review Committee which meets twice a year was being paid \$40 per meeting. It was brought to her attention the other committees were being paid \$60 a meeting along with mileage. After discussion, a motion was made by Mr. Koster to forward to the Executive Committee, the Farmland Assessment Review Committee be paid \$60 per meeting and the same mileage as the County Board (.40). Mr. Espinoza seconded the motion. All voted in favor.
 - b. The 2014 Tentative Abstract was not received yet. The Committee received copies of 2014 Assessment Notices and Publication dates along with 2014 Board of Review Filing Deadline Dates. The 2014 Township factors were discussed.
 - c. GIS Sales for 8/1/14 – 9/4/14 were \$243.20 along with two address books being sold for \$20.
 - d. Mrs. Brands presented her CFY15 budget requests. An update was given on service contracts, part of the ESRI software is shared between Assessor, Development and Zoning offices.

A request for Sidwell Conversion was given by Lauren Lee. This is a parcel fabric which is being used by local governments. It is a more efficient and modern way of keeping land records. Several adjoining counties are using this system. The cost of this software is \$18,000. Mrs. Lee advised she would give up her intern to help pay for the cost of this software. This conversion would be paid from Fund 28. The Committee asked Mrs. Lee to update the cashflow analysis from 2013.
 - e. Management Services Administrator John Maas presented his CFY15 budget requests. Mr. Maas advised there were not many changes from last year. At this time the office name would not be changed.
 - f. Mr. Maas advised helping the coroner's office again on their phone line which would be a cost savings.
 - h. Mr. Maas will be on vacation 9/8/14 – 9/10/14.

5. A motion to forward the County Clerk, Recorder, Supervisor of Assessments and Management Services budgets to the Finance Committee was made by Mr. Espinoza. The motion was seconded by Mr. Koster. All voted in favor.

There being no other business, Mr. Espinoza made a motion to adjourn and Mr. Koster seconded. The meeting adjourned at 3:33 PM.

Meeting Date: The next regular meeting – October 6, 2014 at 2:30 PM Room 108, Courthouse

MOTION: To place on file the County Offices Committee's meeting report, August claims reports, and related informational items, as presented.