



MARION COUNTY encourages all citizens of the county to attend Board of Supervisors' meetings. Board of Supervisors' chambers are handicapped accessible and county staff members are available to provide assistance. If you are hearing impaired, vision impaired, or a person with limited English proficiency and require an interpreter or reader, please contact us by noon on the business day prior to scheduled meetings to arrange for assistance (641 828-2231). TTY telephone service is available for the hearing impaired through Relay Iowa (800-735-2942). For questions about ADA compliance or related issues, contact Steve Edwards (641-828-2213 or 641-891-8225).



The following information is available for participating in the meeting electronically.

If you wish to participate see instruction below:

- All participants will be muted upon entering the meeting
- Participants are asked to use the chat feature to let the meeting controller know that they would like to address the Board, either during the open comments segment or if attending the meeting to address the Board for a specific agenda item.

Marion County is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/82468638841?pwd=8hfn5SS40O7vZ6ktzcSVLztIJbjICS.1>

Meeting ID: 824 6863 8841

Passcode: 638919



MARION COUNTY BOARD OF SUPERVISORS SPECIAL AGENDA

3014 E Main St, Knoxville, Iowa

February 4, 2025 9:00 A.M.



I. CALL TO ORDER AND ROLL CALL

Steve McCombs _____

Jim Mueller _____

Kisha Jahner _____



II. AGENDA

1. February 4, 2025 - Special Session Agenda



III. BUSINESS – Discussion and/or Action:

1. Fiscal Year 2025-2026 Budget Sessions

- Departmental
- Miscellaneous – Countywide Budget



Marion County FY26 Budget Timeline



January 6th – 10th



- Budget excel workbook open. Please enter in your department budget expenses & revenue to match your budget worksheets. Microsoft Teams link will be sent on the January 6th.

January 10th



- Department budget proposal worksheets and excel workbook completed for Auditor to process.

January 20th - 24th



- Auditor will enter, summarize and prepare budget proposals for the Board of Supervisors. Supervisors will review January 27th-31st.

February 3rd - 6th



- Budget week will kick off at the February 3rd. The Board of Supervisors will meet with individual departments to discuss proposed budgets during this week.

February 21st



- Target date budgets completed by to allow required publications and meeting to take place as required by HF718.

April 30th



- Marion County Approved budget due to the State of Iowa.

Monday, February 3rd

9am | Budget Kick Off

Roads
Sheriff

Health Insurance, Large Projects, Libraries,
LOSST, Comp Board, Raises, Levy Rate

Tuesday, February 4th

9am | HR/Safety
Treasurer

Attorney
Public Health (EH, GA, ME, SrN)
Maintenance
IT/GIS

Wednesday, February 5th

9am | Conservation
Auditor
Development
EMA
Recorder
Veterans Affairs
Zoning

Thursday, February 6th

9am | Budget Wrap Up

Health Insurance, Large Projects, Libraries,
LOSST, Comp Board, Raises, Levy Rate



Example County Budget Process Calendar
The calendar is a general example of how to schedule your budget process.
Please note the following:

- Check with your local papers and document the official publication day of your newspaper(s) and when they need your notice so you can meet these tight deadlines. Always ask the newspaper for a proof for your review prior to the due date. Check the newspaper on the day of publication to make sure the notice was actually published.
- The timeline contains both recommended and statutory completion dates. Recommended dates build in a time cushion in case of county mistakes or newspaper publication deficiencies. Statutory deadlines when applicable are included for when the item is required to be completed.
- Remember, notice must be not less than 10, not more than 20 days before the hearing date in all official newspapers.
- You can publish your first notice ahead of sending out the required mailing BUT the hearing cannot take place prior to March 20.

Budget forms released by Dept. of Management	Early December
Taxable Valuation entered into DOM valuation and budget system by County Auditors	January 1
Departmental Estimates Submitted	By January 15
Departmental Estimates Compiled for the Board of Supervisors	By January 20
Create a proposed tax rate levy and set a public hearing date for the proposed property tax levy; enter these items into DOM software so they can be transferred to County Auditor's Office for required mailing	March 5 by 4:00pm (hearing cannot be earlier than March 20)
Mailing of proposed tax hearing statements is completed by the County Auditor	Not later than March 15
Publish / post notice of public hearing not less than 10, not more than 20 days prior to the date of the proposed tax public hearing	Not later than March 25
Hold public hearing on proposed tax levy and receive comments	April 1 – April 10
Set a public hearing date for the full budget adoption hearing	April 1 – April 10 (must be in separate meeting from the proposed levy hearing)
Publish notice of public hearing for the full budget adoption	April 2 – April 11
Hold public hearing on budget adoption and adopt the budget	April 12 – April 29
Submit budget in online system and to County Auditor along with both proofs of publication	Not later than close of business on April 30



IV. BOARD OF SUPERVISOR ADJOURNMENT

