

# Des Moines County Conference Board

Courthouse – 513 N Main Burlington, Iowa 52601  
Telephone (319)753-8224 Fax (319)208-5648

Meeting of Tuesday, February 7, 2023

On Tuesday, February 7, 2023, the members of the Des Moines County Conference Board assembled in the County Supervisor meeting room, Second Floor of the Courthouse in Burlington, Iowa. Chairperson, Shane McCampbell was not present, Supervisor Tom Broeker called the meeting to order at 6:07 p.m.

Those Board members present were:

Mayors:

Burlington	Jon Billups
Danville	Jerry Strause
Mediapolis	Tom Young
West Burlington	Ron Teater

School Board Representatives:

Burlington	Nancy Hoelzen
Danville	Brian Bauer
Mediapolis	Tim Zurmuehlen

Supervisors:

Des Moines County	Jim Cary
	Tom Broeker

Others:

County Assessor	Matt Warner
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No public or press was present.

Supervisor Broeker declared a quorum.

Zurmuehlen made motion to approve agenda. Second by Young. All Aye, motion carried.

Cary made motion to approve minutes of the last meeting held August 21, 2021. Second by Strause. All Aye, motion carried.

Teater made the motion to approve the Board of Review to hire council outside of the County Attorney's office with the approval of the County Attorney's office if the need would occur to do so. Second by Zurmuehlen. The individual votes were as follows: Supervisors – All Aye, Mayors – All Aye,

School Board – All Aye. The units of the Board voted as follows: Supervisors – All Aye, Mayors – All Aye, School Board Representatives – Aye. Motion carried.

Billups made the motion to approve the adoption of the Des Moines County employee handbook, effective September 27, 2022, for policies and procedures for Des Moines County Assessor's office employees. Second by Zurmuehlen. The individual votes were as follows: Supervisors – All Aye, Mayors – All Aye, School Board – All Aye. The units of the Board voted as follows: Supervisors – All Aye, Mayors – All Aye, School Board Representatives – Aye. Motion carried.

Billups made the motion to appoint Bob Gerdes to the Board of Review for a 6 year term starting in 2023 and ending in 2028. Second by Hoelzen. The individual votes were as follows: Supervisors – All Aye, Mayors – All Aye, School Board – All Aye. The units of the Board voted as follows: Supervisors – All Aye, Mayors – All Aye, School Board Representatives – Aye. Motion carried.

Warner discussed the information packet that was presented to the board prior to the meeting. Warner highlighted some current future projects the Assessor's office in working on. Warner then discussed the executive summary for the 2022 assessment year. Warner explained that 2022 was not a reassessment year but noted the sales ratio for each class of property and explained the significance of those statistics in determining future assessments. Warner stated the office has implemented the 2020 Real Property Appraisal Manual as required by the Iowa Department of Revenue. Warner stated these changes would take effect for the 2023 assessment year. Warner noted that 2023 was an equalization year. The Assessor's office will be conducting a reevaluation on all classes of property for 2023 assessments.

Warner then presented the Assessor's 2022-2023 budget. Warner began by discussing two scenarios for budgeting for a future reappraisal contract. Warner explained that it had been the direction of prior Conference Boards to budget \$100,000 annual to be reserved for a future reappraisal project. Warner stated at the current level of funding the reserved amount would likely fall short of the funds required for a project of that size. Warner suggested that the board consider increasing the amount set aside to \$200,000. He stated that this would ensure the funds would be closer to the estimates for a reappraisal for assessment year 2031-32. The board discussed continuing with the current amount of \$100,000 for the 23-24 budget and reconsidering the amount in next years budget. Next, Warner stated that he expects an employee in the office to be retiring Dec 31, 2023. For this reason, Warner proposed the hiring of a new position. Warner proposed a salary of \$55,000 for the position and was hopeful to attract a candidate that was qualified to be appointed a Deputy Assessor.

Warner pointed out increases to the line item for Aerial photography and Expert Appraisals. Warner stated the increase in Aerial photography would allow for a high-resolution flight for the entire county. Warner stated that currently only urban and surrounding areas are captured at the high resolution. Warner stated his intent to enter a contract with Eagleview to perform future aerial photography projects. Next, Warner explained that the increase in Expert Appraisals due to the expected increase in petitions to the Board of Review and the possibility of having to defend valuations in appeals resulting from Board of Review action.

Next Warner proposed the salary recommendation of 5% increase for the positions of Assessor, Chief Deputy Assessor, and Property Appraiser. Warner also discussed the salary of Deputy Assessor Brandi Martin. The prior conference board had committed to set the salary of Deputy Assessor Martin to 75% of the salary of the Assessor over a 3-year period. Warner stated that this was the third year of that arrangement and proposed a salary reflecting 75% of the Assessor salary. Teater inquired about the new hire potentially becoming a deputy in the future. Warner stated that it his intention to hire a


candidate that is qualified to be appointed deputy and would recommend that appoint in the future budget year. Broeker noted that the insurance cost for a family plan has changed to \$19,778 from the proposed amount of \$19,100.

Cary made the motion to approve the proposed budget with change of insurance line item from \$95,500 to \$98,890 and an additional \$100,000 reserved for future reappraisal project. The budget amount of \$653,707 with tax asking of \$753,707 (\$730,258 to be raised by taxation and \$23,449 in utility tax replacement excise taxes) with a levy of .38902. Second by Teater. The individual votes were as follows: Supervisors – All Aye, Mayors – All Aye, School Board – All Aye. The units of the Board voted as follows: Supervisors – All Aye, Mayors – All Aye, School Board Representatives – Aye. Motion carried.

The budget was unanimously approved for publication. It was noted by Supervisor Broeker that the budget could be lowered at the public hearing but could not be raised.

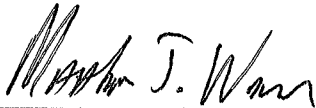
The Board set the date for Public Hearing on the 2023-2024 budget of February 23, at 6:00 pm for the next Conference Board meeting. Billups motion. Second by Zurmuehlen. All Aye, motion carried.

Broeker made motion to adjourn the meeting at 7:10 pm. Second by Bauer. All Aye, motion carried.



Shane McCampbell, Chairman

*Tom Broeker, acting chair*



Matthew J. Warner, Clerk

date 2-23-23

