

# Des Moines County Conference Board

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

Meeting of Wednesday, February 19, 2025

On Wednesday, February 19, 2025, 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, Supervisor Jim Cary, called the meeting to order at 5:10 p.m.

Those Board members present were:

Mayors:

Burlington	Jon Billups
Danville	Jerry Strause
Mediapolis	Charles Massner

School Board Representatives:

Burlington	Will Vance
Danville	Samantha Dill
Mediapolis	Tim Zurmuehlen
West Burlington	Mike Davis

Supervisors:

Des Moines County	Jim Cary
	Shane McCampbell

Others:

County Assessor	Matt Warner
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No public or press was present.

Supervisor Cary declared a quorum.

Zurmuehlen made a motion to approve the agenda. Second by McCampbell. All Aye, motion carried.

Zurmuehlen made a motion to approve minutes of the last meeting held February 22, 2024. Second by Billups. All Aye, motion carried.

McCampbell 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. Second by Strause. 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.

Next agenda item was appointing members to the County Examining Board. Warner explained the role of the examining board and that the members serve for a 6-year term. Warner stated he was unsure of the status of the current examining board other than the current members. Warner stated that each voting entity on the Conference Board should appoint a representative to the examining board. The board requested Warner contact the current members to confirm their standing on the examining board. The board discussed other potential members for the examining board if one or more of the current members did not wish to serve on the examining board in the future. Warner stated that he would contact those individuals and report back at the following meeting. No action was taken.

Next on the agenda was a contract for 2030 residential mass reappraisal contract with Vanguard Appraisals Inc. Warner explained the purpose of a mass reappraisal. Warner stated the last reappraisal project for commercial, industrial and multi residential property was completed in 2018 and for residential in 2019. Warner stated the Assessor's office uses a mass appraisal approach to valuing property. He stated that having quality data on properties is essential to making fair and equitable assessments of property. Warner stated the Conference Board has committed to saving funds for a future reappraisal. Warner stated that the board has reserved \$100,000 per year since 2020-2021. That amount was increased for the 2024-2025 budget to \$200,000. To fully fund the residential project for 2029-2030, budget that amount would need to be increased to \$300,000. Warner discussed the potential of moving the project back to 2031 and budgeting \$250,000. Warner stated he would need to get the approval from Vanguard Appraisals, Inc. to change the completion date to 2031 in the contract. Warner also discussed the difference between a commercial review and a commercial revaluation. Warner stated that a commercial review for 2033 would be able to be funded if \$250,000 was earmarked going forward. McCampbell supported the allocation of \$250,000 reserved for future reappraisal contracts and the consensus of the board agreed. Davis suggested contacting Vanguard for a contract for a commercial review project for 2033. Warner stated that he would contact Vanguard to update the dates for the residential reappraisal project from 2030 to 2031 and request a contract for a commercial review project with a 2033 completion date. Warner stated he would have the contracts on the next meeting agenda. No formal action was taken as the budget line items would be discussed in the next agenda item.

Next item for discussion was the 2025-2026 proposed budget. Warner began with the Assessor salary line item with 10% increase. Warner presented a comparison of Assessor and Deputy Assessor salaries with comparable jurisdictions. Warner stated that the requested salary increase would bring the salary in line with the average of the 23 comparable jurisdictions. Billups asked what the increase in the previous budget year for salary was. Warner stated it was 10% last year. Billups commented that it was likely done if effort to make get the salaries more in line with other counties. Cary and Strause made comments supporting the proposed 10% increase. Warner commented on the decrease in postage due to 2026 being a no equalization year and less need for postage for assessment notices. McCampbell asked about the increase in Office Equipment. Warner stated the proposed increase was due to the need to replace 3 of the 4 office workstations. McCampbell asked about the increase in Appraisal Services. Warner stated the need for changing software used to assess agricultural land. He stated there would be a set up cost, but ongoing annual maintenance would be less than the current provider. Warner mentioned the line item for office vehicles. Warner stated likely next year the office will need to replace one of the vehicles. The board discussed various options and Warner stated he would be doing more research on the subject in the next year. Warner also stated that money has been budgeted each

year for replacing vehicles. Warner stated that they are on approximately a 10-year schedule for replacing vehicles.

Billups made the motion to approve the proposed budget with an additional \$250,000 reserved for future reappraisal projects. The budget amount of \$625,263 with tax asking of \$875,263 (\$847,140 to be raised by taxation and \$28,123 in utility tax replacement excise taxes) with a levy of .47712. 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.

The budget was unanimously approved for publication. It was noted by Supervisor Cary 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 2025-2026 budget of March 19, at 5:15 pm for the next Conference Board meeting. McCampbell motion. Second by Strause. All Aye, motion carried.

Strause made a motion to adjourn the meeting at 6:50 pm. Second by Zurmuehlen. All Aye, motion carried.

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Jim Cary, Chairman

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Matthew J. Warner, Clerk

date \_\_\_\_\_