

**Minutes of the Bremer County Conference Board
February 2nd, 2022, 4:30 p.m.
1st Floor Meeting Room - Bremer County Courthouse**

The Bremer County Conference Board met on the 2nd day of February, 2022, in the multi-purpose room of the Bremer County Courthouse in Waverly, IA.

Upon determination of a quorum, Chairman Dewey Hildebrandt called the meeting to order @ 4:30pm.

Roll Call of members present:

School Board Representative: - Tracy Meyer and Dennis Epley
Board of Supervisor's: - Ken Kammeyer, Tim Neil and Dewey Hildebrandt
Mayors: - Rodney Diercks, Dan Wedemeier, Brendt Bernard, Adam Hoffman and Billy Lehmkuhl

Also present: - Bremer County Assessor Staff: Aaron Betts, Jill Eckenrod, Heather McClatchey and Thomas Bovy

Hildebrandt reviewed with members voting action. Any action taken by the conference board, the mayors are one voting unit, the school boards are one voting unit and the board of supervisors are one voting unit, each unit having a single vote. No action is valid except by the vote of not less than two out of the three units.

Unless otherwise noted all actions were approved unanimously.

Hildebrandt asked for motion to approve the agenda.

Motion By: Wedemeier to approve agenda.

Second: Neil

School Board – All ayes,
Board of Supervisors – All ayes
Mayors – All ayes

Motion carried.

Hildebrandt asked for a motion to approve the minutes of November 4, 2021 Conference Board meeting.

Motion By: Kammeyer to approve minutes.

Second: Epley

Discussion among units.

School Board – All ayes
Board of Supervisors – All ayes
Mayors – All ayes

Motion carried.

Betts introduced office staff. Asked if there were any questions or improvements on information packet sent to Conference Board members. No questions presented at time.

Betts was asked by Hildebrandt to present new job descriptions for the Assessor's Office for the Conference Board to ratify. Betts explained reasoning behind job descriptions.

Motion By: Hoffman on behalf of the Mayors to approve job descriptions.

Second: Neil.

Discussion among units.

School Board – All ayes

Board of Supervisors – All ayes

Mayors – All ayes

Motion carried.

Betts proceeded to discuss proposed salary scale he would like to implement. Betts explained this goes along with the job descriptions that were created and gives a clear path of pay per position and path of advancement.

Motion By: Hoffman on behalf of the Mayors to approve salary scale.

Second: Meyer.

Discussion among units.

School Board – All ayes

Board of Supervisors – All ayes

Mayors – All ayes

Motion carried.

Betts updated the Conference Board on County Reappraisal project that will be starting Summer of 2022. Project was approved by the Conference Board in 2013 with money being saved since this time. The contract was signed with Vanguard Appraisals, Inc. February 13, 2019. The 2020 Iowa Department of Revenue Real Property Appraisal Manual will also be implemented during this time. Further discussion on notifying public and revaluations process ensued.

Hildebrandt opened discussion on proposed Budget Amendment for FYE 2022 budget. Betts handed out updated information and explained why amendment was needed. Salary line items for assessor offices cannot increase during a year without an amendment. Former Assessor Jean Keller retired December 31, 2021 but took vacation time thru January 28, 2022 and also had 78.78 hours accrued vacation hours to be paid out. This was not accounted for in FYE 2022 budget. This amounted to \$12,923.47, Betts proposed budget amendment for \$13,000 to be moved from "other office personnel" to "assessor" salary line item since this line has a vacant position with extra funds. Discussion concluded this is just a reallocation of funds and no increase in budget.

Motion By: Mayors to approve FYE2022 budget amendment for publication.

Second: School Board.

Discussion among units.

School Board – All ayes

Board of Supervisors – All ayes

Mayors – All ayes

Motion carried.

Hildebrandt proceeded to discuss FYE 2023 proposed budget. Betts directed Conference Board to budget worksheet and line item requested mailed out to members.

Epley questioned \$750,000 expenditure. Betts explained these are funds that have been levied and saved in the past for the reappraisal project and this line shows funds being moved from designated fund to expenditures so project can be paid for. Kammeyer asked what levy rate will be. Betts said levy will lower to .33407 which is much lower than previous but levying for current reappraisal is now removed.

Motion By: Mayors to approve FYE 2023 budget for publication as presented

Second: School Board.

Discussion among units.

School Board – All ayes

Board of Supervisors – All ayes

Mayors – All ayes

Motion carried.

Other business discussed.

Betts reviewed Board of Review appointments. Cathy Busch, supervisor's selection, term had ended 12-31-2021. Betts contacted Busch to see if she was still willing to serve on the board, she confirmed she could. Supervisor Neil recommended to use Cathy Busch.

Motioned By: School Board to appoint Cathy Busch to six-year term thru 12/31/2027.

Second: Mayors.

Discussion among units.

School Board – All ayes

Board of Supervisors – All ayes

Mayors – All ayes

Motion carried.

Betts informed all Examining Board members terms have expired. Discussion if Conference Board member can serve on Examining Board. Betts will research questions and report back to board. Item tabled.

Betts discussed use of outside counsel by Board of Review. Iowa Code 441.41 was added recently and addresses in Administrative Rules 701.71.28 and reporting of use to the Iowa Department of Revenue. Outside counsel is used seldom but may be needed in special / unique properties. Betts recommended the following statement: "The Conference Board approves the use of outside counsel for the Board of Review as recommended by the Bremer County Attorney's Office."

Motion By: Board of Supervisors to approve statement as presented.

Second: School Board.

Discussion among units.

School Board – All ayes

Board of Supervisors – All ayes

Mayors – All ayes

Motion carried.

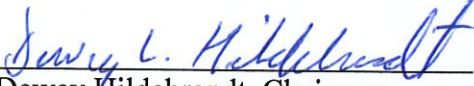
Discussion on Public Hearing Dates.

Motion: Board of Supervisors to set Public Hearing Date February 23, 2022 4:30PM 1st
Floor Meeting Room – Bremer County Courthouse

Second: Mayors.

All in favor.

Motion By: Hildebrandt to adjourn Bremer County Conference Board.
Meeting adjourned at 5:30 p.m.

 Date: 2/23/22
Dewey Hildebrandt, Chairman
Bremer County Conference Board

 Date: 2-23-22
Aaron V. Betts, Clerk
Bremer County Assessor

Approved at Conference Board meeting:

_____ Date: _____
Clerk initials