



# Mini Conference Board

Minutes for Monday, January 6, 2020 **(UNAPPROVED)**  
Room 135, Ames City Hall, 515 Clark Avenue, Ames, IA

## Members Present:

- Amber Corrieri, Ames City Council, Chairperson
- Lisa Heddens, Story County Board of Supervisors
- Jamet Colson, Ames School Board of Directors
- Joe Anderson, Nevada School Board of Directors
- Greg Lynch, Ames City Assessor's Office, Assessor

## Also Present:

- Brenda Swaim, Ames City Assessor's Office, Deputy Assessor
- Dawn Tank, Ames City Assessor's Office, Administrative Assistant

**Call to Order:** 3:35 p.m. by Greg Lynch

## Discussion of City Assessor's 2020 – 2021 Budget Proposal:

- Lynch discussed the purpose of the Mini Board and then walked through the report. He pointed out the following highlights:
  - For 2019, 2,184 assessment notices were sent out, which were mainly commercial and multi-residential.
  - The appeal process and timeline were summarized.
  - For 2020, assessment notices will be sent for new construction, remodels, building permits and revaluation of cooperatives and condominiums.
  - The PAAB and District Court cases from 2019 were briefly discussed.
- Lynch then proceeded to explain specific line items in the budget.
  - The office tries to mirror the city when it comes to salary increases.
  - As a side conversation, he went over some of the details and advantages of how the Board of Review operates in Ames.
  - Briefly discussed line items for interns, the Board of Review stipend, mileage rates and fleet vehicle usage.
  - Talked about the 2017 residential model and involving Bob Gloudemans in updating it for the 2021 assessments.
  - Explained the need to hire outside counsel to represent the Board of Review in District Court. At issue is whether the independent living units at Northcrest should be taxed or exempt.
- Heddens asked about longevity. Lynch explained why it was broken out as a separate expense. Tank explained what longevity is and when it is paid.
- Heddens then questioned the monthly cell phone allowance amount. She pointed out that Story County was looking at that expense in relation to county employees.
- Colson inquired about the intern/extra help line item. She noticed that what had been spent the last two years was noticeably less than what had been budgeted. Tank pointed out that in April 2019 the office had lost their long term intern due to her finding permanent employment in her field. It was also mentioned that in order to compete in the current market the office will need to offer a higher starting wage than \$8.50 per hour. The group then discussed the number that are usually hired and how many hours are typically worked.

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- Tank stated that the office expenses mainly increased due to the costs associated with updating the residential model for the 2021 assessment.
- Colson asked for clarification on whether the current PAAB and District Court cases would need additional funding next fiscal year like Northcrest does. Lynch and Tank stated that the current fiscal year's funds would be covering those.
- Corrieri spoke to the other elected officials that if they, or their colleagues, have any concerns or questions about the finer points of the budget, or other issues, that they contact the Assessor's office in advance of the full Conference Board meeting so that the meeting stays on track.
- Heddens pointed out that all of the supervisors had a conflict with the Conference Board meeting on January 14 at 5:30 p.m. They would all be attending a meeting in McCallsburg. The group tentatively decided that the meeting would be moved to January 28 at 5:30 p.m. Once the change has been approved by the City Clerk's office, the assessor's office will send out an email to all Mini Board members confirming the date and time.
- Colson asked for a clarification on what the Utilities line item covered.

**Other Business:** None

**Adjourn:** 4:18 p.m. by Greg Lynch

