

**MINUTES OF THE SPECIAL MEETING OF THE
AMES CONFERENCE BOARD**

AMES, IOWA

DECEMBER 14, 2021

SPECIAL MEETING OF THE AMES CONFERENCE BOARD

The Regular Meeting of the Ames Conference Board was called to order by Chairman John Haila at 6:05 p.m. on December 14, 2021. Present from the Ames City Council were Bronwyn Beatty-Hansen, Gloria Betcher, Amber Corrieri, Tim Gartin, Rachel Junck, and David Martin. Linda Murken, Lisa Heddens, and Latifah Faisal represented the Story County Board of Supervisors. Other members in attendance were: Kelly Winfrey, Ames Community School Board of Directors. Joe Anderson, Nevada School Board of Directors was brought in via Zoom. Gilbert School Board of Directors and United Community School Board of Directors were not represented.

APPROVING MINUTES OF CONFERENCE BOARD MEETINGS HELD FEBRUARY 23, MARCH 23, MAY 11, MAY 13, JULY 27, AND OCTOBER 14, 2021: Moved by Beatty-Hansen, seconded by Heddens, to approve the Minutes of the Conference Board Meetings held on February 23, March 23, May 11, May 13, July 27, and October 14, 2021.

Vote on Motion: 3-0. Motion declared carried unanimously.

AUTHORIZING THE HUMAN RESOURCES DEPARTMENT TO POST THE CITY ASSESSOR JOB VACANCY TO CLOSE ON JANUARY 28, 2022: Assistant City Manager Deb Schildroth noted that, in November, the Examining Board was put together to work on getting a registered list of qualified Assessors. The list has been received and there are approximately 207 names on the list, but half of those are retired. There are 21 new names on the list compared to last year's list. Staff will proceed with sending out letters to all the qualified applicants letting them know of the open position and to apply if interested. She stated they will also include in the letter the activities that have taken place over the past year. Authorization from the Conference Board was needed to post the position.

The Mayor asked Ms. Schildroth to speak about what type of communication is going to be done regarding the Report that the Department of Revenue did. Ms. Schildroth noted that the Report is a public document and staff will make sure it is available to anyone who wants to review it. If there are any specific questions about the Report, they will be referred to Julie Roisen with the Department of Review as she prepared the Report.

Moved by Junck, seconded by Heddens, to authorize the Human Resources Department to post the City Assessor job vacancy and to close the posting on January 28, 2022.

Vote on Motion: 3-0. Motion declared carried unanimously.

APPOINTING A SUBCOMMITTEE FOR CITY ASSESSOR INTERVIEW PROCESS: Assistant City Manager Deb Schildroth explained that as part of the interviewing process staff is recommending having a subcommittee be a part of the process. She asked that there be an individual from each of the jurisdictions to help with crafting the questions and interviewing the candidates.

Ms. Schildroth commented that the Conference Board should be included in the process.

The Mayor noted that the role of the Examining Board is to obtain a list of candidates, and after speaking with the City Attorney, the Conference Board can be included in the interview process with potential candidates. The final decision will come back to the Conference Board. Story County Supervisor Lisa Heddens asked to clarify if the entire Examining Board would be interviewing candidates or just a subcommittee. The Mayor indicated that either the entire Examining Board would do the interview process or a subcommittee could perform those tasks.

Council Member Betcher inquired how a subcommittee would differ from the Mini-Board. The Mayor said he did not have an answer to that question. Ms. Schildroth stated that her understanding is that one of the main duties of the Mini-Board is to review the budget that the Assessor's office puts together. She commented that at this time they are still trying to figure out who is on the Mini-Board.

Moved by Winfrey, seconded by Anderson, to nominate Dr. Allen Bierbaum from the Ames Community School Board to serve as the representative for the School Boards on the subcommittee.

Moved by Martin, seconded by Betcher, to nominate John Haila to serve as the City Council representative on the subcommittee.

Moved by Murken, seconded by Faisal, to nominate Supervisor Lisa Heddens to serve as the representative for Story County on the subcommittee.

Moved by Gartin, seconded by Murken, to approve the appointment of Dr. Allen Bierbaum, Mayor John Haila, and Supervisor Lisa Heddens to serve as the members of the subcommittee for the City Assessor interview process.

Vote on Motion: 3-0. Motion declared carried unanimously.

CONFERENCE BOARD COMMENTS: No comments were made.

ADJOURNMENT: Moved by Heddens to adjourn the Ames Conference Board meeting at 6:18 p.m.

Amy L. Colwell, Deputy City Clerk

John A. Haila, Mayor

Diane R. Voss, City Clerk