

# Meeting of the Scott County Board of Review

Friday, April 19, 2019 9:00 AM

Scott County Administrative Center - 6th Floor  
600 W 4<sup>th</sup> Street, Davenport, Iowa 52801

## Meeting Type:

Board of Review Organizational and Session Preparation Meeting

## Meeting Purpose:

The purpose of this meeting is to organize the Local Board of Review and prepare for the upcoming session, as provided in Section 441.33 in the Code of Iowa.

## Meeting Agenda:

Call Meeting to Order  
Roll Call  
Confirmation of Public Notice  
Review of Prior Meeting Minutes  
Election of Officers  
Adoption of Rules and Procedures  
Petitions Report  
Coordination of Calendars  
Schedule Meetings/Hearings Dates and Times  
Old Business  
New Business  
Adjourn Meeting

## Call to Order

Meeting was called to order at 9:15 am

## Roll Call / Attendees:

Timothy Downing - Board Member  
Dennis Stolk - Board Member  
Bernice Koberg - Board Member

Tom McManus - County Assessor  
John Kelly - Deputy Assessor  
Josie Havercamp - Assessor's Office

## Public Notice:

There was verbal confirmation that this meeting was held in compliance with Iowa Code Sections: 21; 21.5; 21.6.

## Review of Prior Meeting Minutes:

The previously approved and signed meeting minutes from last year's session were reviewed by the Board members. Nothing discussed.

## Election of Board Officers:

A motion was made by Stolk to appoint Downing Board Chair, seconded by Koberg, 2 ayes, 1 nay, motion carried.  
A motion was made by Downing to appoint Koberg Board Clerk, seconded by Stolk, 2 ayes, 1 nay, motion carried.

## Establish and Adopt Board Session Rules and Procedures:

The Board individually reviewed each of the 2018 Board rules and procedures. There was discussion and certain changes were recommended.

- A motion to table the final approval of the 2019 Board policies and procedures for further research of #3 bullet point #4 was made by Stolk, seconded by Koberg, all ayes, motion carried. If, after research, it is found that it is no longer necessary for a petitioner to include any grounds to be considered a valid petition, this bullet point

will be removed from the rules and regulations for 2019. All parties agreed to allow a member of the Assessor's office to do the research.

There was also discussion by the Board on the maximum length of oral hearings. It was agreed by all Board members that no change was needed and oral hearings will remain at 10 minutes per hearing.

**Petition Counts Report:**

The Board reviewed petitions counts to date. Petitions counts were broken down by class, and oral versus non-oral, etc.

**Coordinate Board Member Calendars:**

The Board discussed and coordinated their individual calendars, estimated the number of days needed for hearings based on current petition counts, and coordinated with availability of the meeting room.

**Schedule Meetings/Hearings Dates and Times:**

The Board discussed all upcoming required and tentative meeting dates and times for appeal hearings as follows:

Meeting	Day	Date	From	To	Comments
Opening Session Meeting	Wednesday	May 1 <sup>st</sup>	8:15	10:00	
Tentative Appeal Hearing Dates:					
Appeal Hearings	Wednesday	May 8 <sup>th</sup>	8:30	11:00	
Appeal Hearings	Wednesday	May 15 <sup>th</sup>	8:30	11:00	
Appeal Hearings	Wednesday	May 22 <sup>nd</sup>			(if needed)
Adjourned Meeting	Wednesday	May 15 <sup>th</sup>	10:00	10:45	or Wednesday May 22 <sup>nd</sup>
Closing Session Meeting	Wednesday	May 15 <sup>th</sup>	10:45	11:00	or Wednesday May 22 <sup>nd</sup>
Ending Organizational Meeting	Wednesday	May 15 <sup>th</sup>	11:00	1:30	or Wednesday May 22 <sup>nd</sup>

**Old Business:**

There was light discussion by all present of the recent Board of Review class attended by one member of the Board and multiple Assessor employees.

**New Business:**

Assessor McManus informed the Board of the Scott County Conference Board's recent approval of a new compensation package for Board of Review members effective in the spring of 2020 session (when the new budget that approved the compensation change becomes effective). The new compensation package includes both the continuation of the per diem rate and also the addition of a new per session rate. Beginning spring 2020, the rates are as follows: Per Session is \$1,000/per session/per member, and Per Diem is \$150/per day/per member. There was some discussion on the new compensation policies and requirements to receive the compensation, but all Board members ultimately agreed. There was a motion to accept the new compensation policies and requirements made by Stolk, seconded by Koberg, all ayes, motion carried.

**Meeting Adjournment:**

At 10:06 A.M there was a motion to adjourn the meeting made by Koberg, seconded by Stolk, all ayes, meeting adjourned.

Timothy Downing Timothy Downing  
Dennis Stolk Dennis Stolk  
Bernice Koberg Bernice Koberg