

April 7, 2026

The Poweshiek County Conference Board met in the lower-level conference room at the courthouse in Montezuma to discuss the Assessor vacancy and process for appointing a new Assessor.

Chairperson, Jason Roudabush, called the meeting to order at 5:30 P.M. with the following members present:

Supervisors: Jason Roudabush, Jeff Tindle, and Jacki Bolen

Schools: Jason Meyer, Stacia Brown, and Laura Fendt (via phone)

Mayors: Matt VanTomme, Carma Craig, Dawn Hamilton, and Colin Watts

Staff: Missy Eilander (interim assessor), Zachary Hall, GIS Coordinator

Public: David Kercheval (Examining Board), Margaret Hutchinson (Examining Board), and Derek Bates, The Record

A motion was made by Jacki Bolen for the supervisors and seconded by Jason Meyer for the schools to approve the agenda. Motion carried with all ayes.

A motion was made by Jason Meyer for the school and seconded by Matt VanTomme for the mayors to approve the meeting minutes from the March 10, 2026, Conference Board meeting. Motion carried with all ayes.

Chairperson Jason Roudabush discussed the vacancy of the assessor as of April 1, 2026. Jason Roudabush stated Amy Stevenson provided her verbal resignation notice at the March 10, 2026, conference board meeting, which was accepted by the members at that meeting. Jason Roudabush stated the interim assessor is the county auditor since the assessor's office did not have a chief deputy. Jason Roudabush stated he spoke with the current assessor staff and relayed that no one expressed interest in taking the assessor position.

Chairperson Jason Roudabush discussed the process to fill the assessor vacancy. Iowa Code states that within seven days of a vacancy in the office of county assessor, the examining board must request a register from the Director of Revenue containing the names of all individuals eligible for appointment as assessor. The examining board may interview candidates in preparation for making a written report to the conference board. The examining board shall then submit a written report of the examination to the conference board within fifteen days after the receipt of the register from the director of revenue. Then, within seven days of receiving the examining board's report, the chairperson of the conference board shall call a meeting of the conference board to

appoint an assessor. If the conference board fails to appoint an assessor from the list of individuals on the register, the conference board shall request permission from the Director of Revenue to hold a special assessor's examination. To sit for an assessor examination, an individual must pass a series of courses and make an application to the Director of Revenue. The individual must pass the assessor examination with a score of 70 percent or greater to be considered by the Director of Revenue for a temporary certificate. If the temporary certificate is issued, the individual may be appointed as an assessor and must complete a further series of training/classes within 18 months to get fully certified as an assessor and on the register.

Jason Roudabush stated he contacted the examining board members, David Kercheval, Kevin Kolbe, and Margaret Hutchinson.

Margaret Hutchinson stated she requested the list from the Director of Revenue, has reviewed the list, and removed the ones that retired and the ones that would not come to Poweshiek County. She said she is not aware of the examining board ever meeting prior in Poweshiek County. Jason Roudabush stated that the examining board will need to go through the list, contact individuals, and make recommendations for an assessor to the conference board, and if no recommendations come from the register after contacting individuals, then the examining board shall state such in their written recommendation to the conference board.

Jason Roudabush said he spoke with Lucas County, which did not have any eligible individuals from the register, and they had to set up the examining date for any interested candidates who had passed their series of courses and made an application to the Director of Revenue.

Stacia Brown asked who would pay for the classes of individuals interested in becoming the assessor. Jason Roudabush stated he would reach out to Lucas County and see what they did. It was discussed that each individual would pay for their classes because if truly interested in becoming the assessor, this would show they are serious and invested. Jeff Tindle stated that if applicants invest in themselves, they will try hard to pass the test. Missy Eilander stated the county would be responsible for paying the expense of the assessor exam.

Margaret Hutchinson asked what the pay would be for the assessor so she could relay this information to individuals on the register that the examining board reaches out to. Missy Eilander provided the current salary of the assessor, \$104,153, and the proposed salary for July 1, \$107,590. Margaret Hutchinson said that it is great pay for the assessor's position.

The conference board members felt that if hiring someone from the register who is already qualified to become an assessor, they would probably offer this wage. If the conference board must go to the step of requesting a special examination, then the starting wage would be less because that individual would not have the experience of becoming an assessor and would look at an increase after 18 months and obtain their full certification from the Director of Revenue.

Chairperson Jason Roudabush wanted to discuss the expectations of a new assessor. Jason Meyer asked if the assessor's office is under the county's employee handbook, and Jason Roudabush stated that yes, the conference board did adopt the county's employee handbook. Jason Roudabush wondered about the longevity as stated in the county employee handbook, and to have the assessor's office follow that policy rather than give an extra percent of wage for longevity. Jason Meyer stated he would like to go away from work from home. Laura Fendt questioned why Jason Meyer did not like working from home, and that a work-from-home option may attract individuals. Jeff Tindle stated that, as a board member, he likes to see staff in the office at the public building. Laura Fendt stated that if employees rotate working from home, there are still employees in the office, and in this day and age, it is a good thing to have perks in the basket. Zachary Hall spoke on the work from home and stated that when employees work from home, there are still employees working in the office. When he was hired, he was told he could not work from home immediately and would only be an option after he had completed months of training in the office completed first. He stated he has been in the office for eight months and is still not working from home. He further stated that during busy times, such as when field work is being completed, all employees are in the office. He did not feel a need to have everyone in the office every day and felt more productive working from home. Working from home allows employees to focus on their work with fewer interruptions. Missy Eilander stated that her office works closely with the assessor's office, and she has not noticed any changes in communication. She stated she still gets her questions answered promptly and has no issues with contacting an assessor employee, even if working from home. Stacia Brown stated work from home is beneficial with no distractions. Jason Meyer stated he would like everyone to report to the office. Laura Fendt stated that taking away the work from home would feel punitive. Dawn Hamilton stated she feels the hesitation about working from home is a concern right now because of comments that were made, causing a concern about whether it should be allowed or not. Missy Eilander stated that some departments have their own policies, in addition to following the personnel handbook, and working from home would be a department policy. It was asked who makes those policies, and Missy Eilander stated the assessor, and Jeff Tindle stated it would be the conference board.

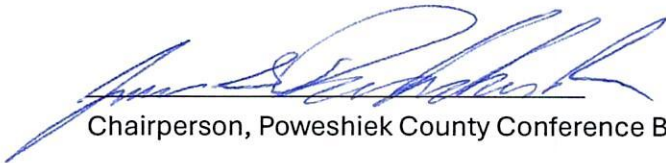
Colin Watts stated to follow the handbook and wanted to know what other expectations. Jeff Tindle stated he would like to see someone willing to listen to objections to assessments, listen to the public, and have a professional attitude. Jason Roudabush stated the conference board could relay their concerns to the new assessor when hired. Jason Rouodabush stated he would like to see the conference board review wage information and make recommendations. Dawn Hamilton stated she would like to have a secretary of the conference board take minutes and send them out. Missy Eilander stated that the assessor is the clerk to the conference board and does take minutes, which are kept on file in the assessor's office.

Discussion was had on whether the conference board's agendas and minutes could be posted on the county's website. Missy Eilander said it is an option available, but that would be a decision made with the assessor and conference board.

Chairperson Jason Roudabush presented a resolution for approval, which sets forth the resignation of Amy Stevenson as assessor effective April 1, 2026, creating the vacancy, and then allowing Amy Stevenson for HR and payroll purposes to be effective May 29, 2026, allowing use of vacation and insurance.

A motion was made by Colin Watts for the city and seconded by Jason Meyer for the schools to approve resolution #26-1. Roll call was made with all ayes except Jeff Tindle for the supervisors. Motion carried.

A motion was made by Jeff Tindle for the supervisors at 6:32 p.m. and seconded by Jason Meyer for the schools to adjourn the meeting. Motion carried with all ayes.



Chairperson, Poweshiek County Conference Board



Clerk, Poweshiek County Conference Board

