

Regular Meeting – August 4, 2016 - 8:30 AM

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**Members Present:** Terry Tolbert – Chairman  
Tommy Boondry – Vice Chairman  
James A. Gunter – Secretary  
Laura Hegstrom – Member  
Betty W. Ellington - Member

**Others Present:** Roderick Conley – Chief Appraiser  
Robbin Bowen – Deputy Chief Appraiser  
Abda Quillian – Legal Counsel  
Stephanie Bridges – Recording Secretary

#### PERSONNEL RECOGNITION

A. Taxpayer Letters: Maryellen Burner  
B. Special Recognition: Betty Ellington

#### CITIZENS ITEMS

None

#### DIVISION MANAGER STAFF REPORTS

Stacey Scott reported for Personal Property/Commercial – Motor Vehicle appeals are 79% complete, Mobile Home appeals are 97% complete. Personal Property received 489 appeals and are 81% complete. 941 Commercial appeals were received and they are 45% complete.

Lisa Lowrimore reported for Residential – Received a total of 3022 appeals. 365 are being certified to BOE today. 245 closed. 33% complete.

Corey Gillenwater reported for Quality Control – has spoken to Tyler and they are scheduled to come at the end of the month. They are working on the best way to extract data from our current system.

Carol Osborne reported for Homestead/Transfers – We have received 532 homestead applications and 3143 transfers so far for TY2017. Reviewed updated processes.

#### APPROVAL OF MINUTES

Mr. Gunter made a motion to approve the following:

Minutes of the July 27, 2016 Regular Meeting.

Ms. Hegstrom seconded. The motion passed with a unanimous vote.

#### OLD ITEMS

None

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## CONSENT AGENDA – NEW ITEMS

Ms. Hegstrom made a motion to approve the following:

1. Assessment Notices – Submitted for Approval of Recommendation
  - A. Personal Property 30-Day NOAs CY
  - B. Personal Property 45-Day NOAs PY
  - C. Personal Property 45-Day NOAs CY

Mr. Gunter seconded. The motion passed with a unanimous vote.

Mr. Boondry made a motion to approve the following:

2. Appeal Waivers – Submitted for Approval of Recommendation
  - A. Certification
    1. Residential
    2. Commercial
    3. Mobile Homes
  - B. Approval
    1. Residential
    2. Commercial
    3. Mobile Homes

Ms. Hegstrom seconded. The motion passed with a unanimous vote.

Ms. Hegstrom made a motion to approve the following:

3. Property Corrections – Submitted for Approval of Recommendation
  - A. Error & Releases
    1. Support Services E&R Listing
    2. Mobile Home E&R Listing

Mr. Gunter seconded. The motion passed with a unanimous vote.

Mr. Boondry made a motion to approve the following:

4. Certifications to the Board of Equalization – Submitted for Approval of Recommendation
  - A. Residential
  - B. Commercial
  - C. Personal Property

Ms. Hegstrom seconded. The motion passed with a unanimous vote.

Mr. Gunter made a motion to approve the following:

5. Application for Exemptions – Submitted for Approval of Recommendation
  - A. Freeport Exemption Listing
  - B. Disabled Veterans Exemption Listing
  - C. Homestead Exemption Listing

Ms. Hegstrom seconded. The motion passed with a unanimous vote.



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Ms. Hegstrom made a motion to approve the following:

6. Application for Specialized Assessments – Submitted for Approval of Recommendation

A. Rehabilitated Historic

2-0066-01-002

321 West 36<sup>th</sup> LLC

Freeze approved for 7/12/16 – 6/12-18

Mr. Boondry seconded. The motion passed with a unanimous vote.

Mr. Boondry made a motion to approve the following:

7. Timber – Submitted for Approval of Recommendation

A. Timber Values

Mr. Gunter seconded. The motion passed with a unanimous vote.

## REGULAR AGENDA

1. Chief Appraiser Items

A. Review of Exemption Request – There was a Superior Court case from Douglas County that questioned whether Disabled Veteran Exemptions have an established deadline. Court decision was there is no indicated deadline to apply. Staff will review our current policies and procedures to determine how exemptions will be applied. All exemptions have to be initiated with a regular homestead application.

B. Department of Audits – 2015 Sales Ratio Study – Robbin and the AD's worked on this and we are in compliance.

C. Digest Submission – We were able to pre-submit some items electronically this year. Received the “Order to Bill and Collect”.

2. Board Member Items

A. Budget FY16

3. Chairman Items

A. Executive Session

Mr. Boondry made a motion to move in to Executive Session at 9:10 AM to discuss Personnel & Litigation Items. Mr. Gunter seconded. The motion passed with a unanimous vote.

Mr. Boondry made a motion to move out of Executive Session at 9:45 AM. Mr. Gunter seconded. The motion passed with a unanimous vote.

4. Attorney Items

Mr. Boondry made a motion to approve the following:

A. Proposed Consent Judgments

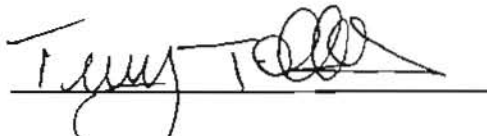
Mr. Gunter seconded. The motion passed with a unanimous vote.


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## ADJOURNMENT

Ms. Hegstrom made a motion to adjourn the meeting at 9:50 AM.  
Mr. Gunter seconded. The motion passed with a unanimous vote.

  
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Terry Tolbert, Chairman

  
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James A. Gunter, Secretary