

Regular Meeting – May 10, 2018 – 8:30 AM

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Members Present: Terry Tolbert – Chairman  
Tommy Boondry – Vice Chairman  
James A. Gunter – Secretary  
Laura Hegstrom – Member

Members Absent: Betty Ellington – Member

Others Present: Roderick Conley – Chief Appraiser  
Roxann Prescott – Recording Secretary  
Abda Quillian – Legal Counsel

Others Absent: Robbin Bowen – Deputy Chief Appraiser

Mr. Boondry made a motion to approve the following:

Add New Employee to Personnel Recognition and Unlisted PIN Request to Chief Appraiser Items.

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

#### PERSONNEL RECOGNITION

A. Taxpayer Letters: DeLeah Blake  
Nancy VanGorp

B. New Employee: Paul Kemp

C. Retirement Recognition: Bonnie Thomas

#### CITIZENS ITEMS

Karen Dickerson – Made an appeal to the Board of Assessors for the removal of fees incurred from the Tax Commissioner's Office.

#### DIVISION MANAGER STAFF REPORTS

Lisa Lowrimore reported for Residential – Preparing for the TY2018 Appeal season, starting revaluations for next year, finishing the Change Finder project and preparing for the Tyler Conversion.

Stacey Scott reported for Commercial/Personal Property – Commercial is preparing for the TY2018 appeal season and finishing the Change Finder project. Personal Property has started Marine Reviews for next year.

Carol Osborne reported for GIS/Homestead – Homestead has received 114 applications for TY2019 and will begin Transfers as soon as we are back in the system.

Corey Gillenwater reported for Quality Control – Property Record Card data has been generated. Notices of Assessment have been sent to the vendor and have been verified and confirmed. NOAs are on schedule to be printed and sent on Tuesday.

#### APPROVAL OF MINUTES

Mr. Gunter made a motion to approve the following:

Minutes of the April 26, 2018 Regular Meeting.

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

#### OLD ITEMS

Personal Property Subpoena Listing  
No vote taken.

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## CONSENT AGENDA – NEW ITEMS

Work Session – A presentation was made showing the Highlighted 2018 Departmental Achievements, 2018-19 Budget Expenditures and CAMA Conversion. A short demonstration on how the Tyler Public Interface will work was given. The contingency plan was reviewed for the Tyler Conversion.

## REGULAR AGENDA

### 1. Chief Appraiser Items

Mr. Boondry made a motion to approve the following:

A. Unlisted PIN Request – Submitted for Approval of Recommendation

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

B. ESRI Conference Update – The biggest takeaway was the Survey Application. This application is useful in detecting concerns within an area. Commercial could benefit from a creation of a Survey database for Companies to enter data online. This information can be used to compare what we find in the market and use it as a basis for the valuation of properties. Info can be extracted and used as a valuation tool. This Survey Application has the potential for many uses.

### 2. Board Member Items

A. Budget FY 17/18

### 3. Chairman Items

A. Executive Session

Mr. Boondry made a motion to move in to Executive Session at 9:55 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 10:20 AM. Mr. Gunter seconded. The motion passed with a unanimous vote.

B. BOE Decisions TY2017

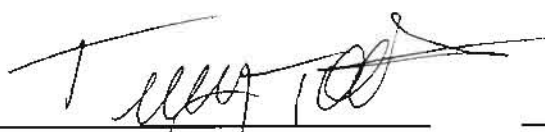
### 4. Attorney Items

None

## ADJOURNMENT

Ms. Hegstrom made a motion to adjourn the meeting at 10:21 AM.

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

  
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Terry Tolbert, Chairman

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James Gunter, Secretary