

Regular Meeting – June 21, 2018 – 8:30 AM

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Members Present: Tommy Boondry – Vice Chairman  
Art Gunter – Secretary  
Laura Hegstrom – Member  
Betty Ellington – Member

Members Absent: Terry Tolbert - Chairman

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

Mr. Gunter made a motion to accept the agenda as presented. Ms. Ellington seconded. The motion passed with a unanimous vote.

## PERSONNEL RECOGNITION

### A. Staff Training:

Course III: Valuation of Personal Property: Shaunte Hardy

### B. Taxpayer Letters:

Stephanie Bridges  
Homestead/Transfer Staff

### C. Promotions:

Residential Supervisor: Tally Peek

### D. New Employees:

Clerical Assistant III: Melody Gill

Commercial Appraiser: Jennifer Crawford

## CITIZENS ITEMS

None

## DIVISION MANAGER STAFF REPORTS

Stephanie Bridges for Appeals – 2024 Appeals received to date. 145 fewer Appeals than this time last year. 72% of Appeals were submitted online.

Stacey Scott reported for Commercial/Personal Property – Commercial received 458 Appeals and 77 have been worked. Personal Property received 194 Appeals and 54 have been worked.

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Lisa Lowrimore reported for Residential – Residential received 1,187 Appeals and have closed 7. 800 Field Reviews have been completed.

Corey Gillenwater reported for Quality Control – Don Hicks with the Department of Revenue will be in the office August 1, 2018 for the Digest Submission. Our Consolidations Sheets have been reviewed and confirmed. They are in compliance.

Robbin Bowen reported for GIS/Homestead – GIS has completed 90 Recombinations/Subdivisions. Support Services completed 353 Homestead applications and 1,087 Transfers completed.

## APPROVAL OF MINUTES

Ms. Hegstrom made a motion to approve the following:

Minutes of the June 7, 2018 Regular Meeting – *Agenda Item: V*

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

## OLD ITEMS

None

## CONSENT AGENDA – NEW ITEMS

Ms. Hegstrom made a motion to approve the following:

1. Application for Exemptions – Submitted for Approval of Recommendation
  - A. Freeport Exemption Listing – *Agenda Item: VII-1A*
  - B. Personal Property Exemption Listing – *Agenda Item: VII-1B*

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

Mr. Gunter made a motion to approve the following:

2. Application for Specialized Exemptions – Submitted for Approval of Recommendation
  - A. Rehabilitated Historic – *Agenda Item: VII-2A*

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

Mr. Gunter made a motion to approve the following:

3. Assessment Notices – Submitted for Approval of Recommendation
  - A. Personal Property 30-Day NOAs – *Agenda Item: VII-3A*
  - B. Personal Property 45-Day NOAs – *Agenda Item: VII-3B*
  - C. Support Services 45-Day NOAs – *Agenda Item: VII-3C*

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

Ms. Hegstrom made a motion to approve the following:

4. Appeal Waivers – Submitted for Approval of Recommendation
  - A. Certification
    1. Residential – *Agenda Item: VII-4A1*
    2. Commercial – *Agenda Item: VII-4A2*
    3. Motor Vehicle – *Agenda Item: VII-4A3*

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**B. Approval**

1. Residential – *Agenda Item: VII-4B1*
2. Commercial – *Agenda Item: VII-4B2*
3. Motor Vehicle – *Agenda Item: VII-4B3*

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

Ms. Ellington made a motion to approve the following:

**5. Property Corrections – Submitted for Approval of Recommendation**

**A. Notification Letters**

1. Residential Notification Letter Listing – *Agenda Item: VII-5A1*
2. Commercial Notification Letter Listing – *Agenda Item: VII-5A2*

**B. Error & Releases**

1. Support Services E&R Listing – *Agenda Item: VII-5B1*
2. GIS E&R Listing - *Agenda Item: VII-5B2*
3. Non-Homesteaded Mobile Homes E&R Listing – *Agenda Item: VII-5B3*

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

Ms. Ellington made a motion to approve the following:

**6. Certifications to the Board of Equalization – Submitted for Approval of Recommendation**

**A. Personal Property – *Agenda Item: VII-6A***

**B. Motor Vehicle – *Agenda Item: VII-6B***

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

Ms. Hegstrom made a motion to approve the following:

**7. Timber – Submitted for Approval of Recommendation**

**A. Timber Values – *Agenda Item: VII-7A***

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

## REGULAR AGENDA

**1. Chief Appraiser Items**

Mr. Gunter made a motion to approve the following:

**A. Unlisted PIN Request – Submitted for Approval of Recommendation – *Confidential Item***

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

**2. Board Member Items**

**A. Budget FY 17/18**

**3. Chairman Items**

**A. Executive Session**

Mr. Gunter made a motion to move in to Executive Session at 8:39 AM to discuss Personnel & Litigation items. Ms. Ellington seconded. The motion passed with a unanimous vote.

Mr. Gunter made a motion to move out of Executive Session at 9:06 AM. Ms. Hegstrom seconded. The motion passed with a unanimous vote.

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Ms. Ellington made a motion to approve the following:

4. Attorney Items

A. Proposed Consent Judgments

1-0995-01-022	Burgess Clifford Craig & Penny	TY2018
2-0073-03-020	Wallin Inc.	TY2018
2-0073-40-002	Wallin Inc.	TY2018
2-0740-01-014	Pace-Bartell LLC	TY2018
2-0102-07-001	Miltiades William A.	TY2018
5-1009G-02-022	Gandhi Krishnan	TY2018

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

ADJOURNMENT

Ms. Hegstrom made a motion to adjourn the meeting at 9:07 AM.

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

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Terry Tolbert, Chairman

  
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James Gunter, Secretary