



Regular Meeting – August 1, 2019 – 8:30 AM

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**Members Present:** Terry Tolbert – Chairman  
James A. Gunter – Vice Chairman  
Laura Hegstrom – Secretary

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

### PERSONNEL RECOGNITION

None

### CITIZENS ITEMS

None

### DIVISION MANAGER STAFF REPORTS

Stephanie Bridges reported for Appeals. 4,032 Appeals received. 2,770 manual Appeals and 1,262 received online. 111 Real Property Appeals to Hearing Officer and 95 Personal Property Appeals to Hearing Officer. Stacey Scott reported for PP and Commercial. Personal Property Appeals are 12% complete. Commercial Appeals are 16% complete and Permits are 15% complete. Lisa Lowrimore reported for Residential. 11 Splits received and 2 are complete, Permits are 8% complete and Appeals are 4% complete. Corey Gillenwater reported for Quality Control. Waiting for signature of the Commission Chairman on the Digest in Order to submit to the Department of Revenue. Richard Kryzak reported for Support Services/GIS. 610 Homestead applications are complete and 1,590 Transfers are complete. GIS has completed 20 Split/Combo packets.

### APPROVAL OF MINUTES

Ms. Hegstrom made a motion to approve the following:  
Minutes of the July 18, 2019 Regular Meeting. – Agenda Item: V  
Mr. Gunter 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. Application for Specialized Assessments – Submitted for Approval of Recommendation
  - A. Real Property – Agenda Item: VII-1A

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

Ms. Hegstrom made a motion to approve the following:

2. Assessment Notices – Submitted for Approval of Recommendation
  - A. Personal Property 45-Day NOAs – Agenda Item: VII-2A
  - B. Support Services 45-Day NOAs – Agenda Item: VII-2B

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

Mr. Gunter made a motion to approve the following:

3. Appeal Waivers – Submitted for Approval of Recommendation
  - A. Residential – Agenda Item: VII-3A
  - B. Commercial – Agenda Item: VII-3B
  - C. Motor Vehicle – Agenda Item: VII-3C

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

Mr. Gunter made a motion to approve the following:

- B. Policy 1-1 Authorization of Fee Appraisal Work – Submitted for Approval – Agenda Item: VIII-1B
- C. Policy 1-19 Authorization of Tax Representation Work – Submitted for Approval – Agenda Item: VIII-1C

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

### 2. Board Member Items

- A. Budget FY 19/20 – Agenda Item: VIII-2A

### 3. Chairman Items

#### A. Executive Session

Ms. Hegstrom made a motion to move in to Executive Session at 8:36 AM to discuss Personnel & Litigation items.

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

Ms. Hegstrom made a motion to move out of Executive Session at 9:17 AM. Mr. Gunter seconded. The motion passed with a unanimous vote.



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4. Attorney Items – Submitted for Approval of Recommendation  
A. Trial Dockets – *Confidential Item*

Ms. Hegstrom made a motion to approve the following:

B. Proposed Consent Judgments

|              |                          |        |
|--------------|--------------------------|--------|
| 81043 01010Z | Alvin Ray & Haze W Jones | TY2018 |
|--------------|--------------------------|--------|


C. Final Consent Judgments


|             |                                 |        |
|-------------|---------------------------------|--------|
| 20004 37005 | Dabit Rentals                   | TY2015 |
| 20004 37005 | Dabit Rentals                   | TY2018 |
| 20004 37006 | SJZ Investment Properties, LLC  | TY2015 |
| 20004 37006 | SJZ Investment Properties LLC   | TY2018 |
| 20004 37007 | LSDNJ Investment Properties LLC | TY2015 |
| 20004 37007 | LSDNJ Investment Properties LLC | TY2018 |
| 20783 03001 | JDN Investment Properties LLC   | TY2017 |

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

### ADJOURNMENT

Mr. Gunter made a motion to adjourn the meeting at 9:22 AM.  
Ms. Hegstrom seconded. The motion passed with a unanimous vote.

  
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Terry Tolbert, Chairman

  
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Laura Hegstrom, Secretary