



Regular Meeting – October 3, 2019 – 10:30 AM

Page 1

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

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

A. Staff Training:

Course II: Income Approach to Value	Jennifer Hodges
Course IVA: Valuation of Urban Land	Jennifer Hodges Lindsay McClain Marsha Lucree Tobe Northcutt
IAAO Course 102: Income Approach to Value	Lisa Lowrimore
IAAO Course 500: Assessment of Personal Property	Jill Studer
Appraiser IV Exam:	Fawndreta Cain

CITIZENS ITEMS

None

DIVISION MANAGER STAFF REPORTS

Stacey Scott reported for PP and Commercial – Commercial Field Reviews are 6% complete, Motor Vehicle Appeals are 52% complete, Personal Property Appeals are 84% complete, Commercial Appeals are 82% complete, Splits/Combos are 94% complete and Permits are 22% complete.

Lisa Lowrimore reported for Residential – Splits are 92% complete, Appeals are 62% complete, 250 New Construction picked up and 646 Field Reviews complete.



Regular Meeting – October 3, 2019 – 10:30 AM

Page 2

Maryellen Burner reported for Support Services/GIS – 5,827 Transfers are complete and 1,021 Homestead applications are complete. GIS continues to work with Metropolitan Planning Commission and other municipalities on the Zoning Project.

Corey Gillenwater reported for Quality Control – Continuing to work with Tyler on remaining issues and Mobile Home Digest training coming soon.

APPROVAL OF MINUTES

Ms. Ellington made a motion to approve the following:

Minutes of the September 19, 2019 Regular Meeting. – Agenda Item: V

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

OLD ITEMS

None

CONSENT AGENDA – NEW ITEMS

Ms. Ellington made a motion to approve the following:

1. Application for Exemptions – Submitted for Approval of Recommendation
 - A. Freeport Exemption Listing – 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 30-Day NOAs – Agenda Item: VII-2A
 - B. Personal Property 45-Day NOAs – Agenda Item: VII-2B
 - C. Support Services 45-Day NOAs – Agenda Item: VII-2C

Ms. Ellington 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. Non-Homesteaded Mobile Homes – Agenda Item: VII-3C

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

Ms. Hegstrom made a motion to approve the following:

4. Property Corrections – Submitted for Approval of Recommendation
 - A. Notification Letter
 1. Residential Notification Letter Listing – Agenda Item: VII-4A1

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



Regular Meeting – October 3, 2019 – 10:30 AM

Page 3

Mr. Gunter made a motion to approve the following:

5. Certifications to the Board of Equalization – Submitted for Approval of Recommendation
 - A. Residential – Agenda Item: VII-5A
 - B. Commercial – Agenda Item: VII-5B
 - C. Personal Property – Agenda Item: VII-5C
 - D. Motor Vehicles – Agenda Item: VII-5D
 - E. Non-Homesteaded Mobile Homes – Agenda Item: VII-5E

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

Mr. Gunter made a motion to approve the following:

6. Certifications to Hearing Officer – Submitted for Approval of Recommendation
 - A. Residential – Agenda Item: VII-6A
 - B. Commercial – Agenda Item: VII-6B
 - C. Personal Property – Agenda Item: VII-6C

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

REGULAR AGENDA

1. Chief Appraiser Items

Ms. Hegstrom 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. (On the Advice of the Board of Assessors Attorney)

2. Presentation of Memorial Plaque – Lorie Parker Board Member Items

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

3. Chairman Items

- A. Executive Session

Mr. Gunter made a motion to move in to Executive Session at 10:41 AM to discuss Personnel & Litigation items. Ms. Ellington seconded. The motion passed with a unanimous vote.

Ms. Hegstrom made a motion to move out of Executive Session at 11:09 AM. Mr. Gunter seconded. The motion passed with a unanimous vote.

4. Attorney Items – Submitted for Approval of Recommendation

- A. Trial Dockets – Confidential Item

A motion was made by Mr. Gunter to add the following:

Exemption Considerations to the Agenda under Attorney Items.

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



Regular Meeting – October 3, 2019 – 10:30 AM


Page 4

Ms. Ellington made a motion to approve the following:

B. Reference: County Attorney's legal opinion date October 2, 2019. – Agenda Item: VIII-4B
Ms. Hegstrom seconded. The motion passed with a unanimous vote. (On the advice of the County Attorney's office)

ADJOURNMENT

Ms. Ellington made a motion to adjourn the meeting at 11:12 AM.
Mr. Gunter seconded. The motion passed with a unanimous vote.



Terry Tolbert, Chairman



Laura Hegstrom, Secretary