

**Minutes of Cherokee County
Board of Tax Assessors Meeting**

January 14, 2021

Members Present: Daniel Clifford, Dennis Conway, Mary Beth Burnette and Tommy Mann were present for the meeting.

Staff Present: Steve Swindell and Jenny Thomas were present for the meeting.

Attorney: Darrell Caudill of Roach, Caudill & Frost LLP was present for the meeting

Call to Order: MaryBeth Burnette called the meeting to order.

Adoption of Agenda: Motion by Daniel Clifford to adopt the meeting agenda, seconded by Tommy Mann and approved by all Members.

Election of 2021 Officers: Motion by Daniel Clifford to nominate Dennis Conway as Chairman, seconded by Tommy Mann and approved by all Members. Motion by Tommy Mann to nominate MaryBeth Burnette as Vice Chairman, seconded by Daniel Clifford and approved by all Members.

Appointment of Secretary: Motion by Daniel Clifford to appoint Jenny Thomas as secretary, seconded by Tommy Mann and approved by all Members.

Approval of Minutes: Motion by Daniel Clifford to approve the December 22, 2020 minutes, seconded by Tommy Mann and approved by all Members.

Public Comments: None.

New Business: Motion by Daniel Clifford to move Batch E-2, Batch 3A, Batch P1, Batch 1A, Batch 5, Batch 5CB and Batch 5CR to consent agenda and follow staff recommendations, seconded by Tommy Mann and approved by all Members.

IV. New Business:

Consent Agenda:

Digest Changes:

Front Office, Becky Parker, Receiver of Records

Batch E-2, Reinstate Exemptions 2020

Residential Appraisal Department, Ricky Hitt, Senior Appraiser

Batch 3A, Appeal Changes

Personal Property Department, Jennifer Hoskins, Project Manager

Batch P1, Standard Agenda

Commercial Appraisal Department, Gregg Boutilier, Senior Appraiser

Batch 1A, Appeal Changes

Rural Department, Trey Stephens, Senior Appraiser
Batch 5, Current Year Changes
Batch 5CB, CUVA Breaches
Batch 5CR, CUVA Releases

V. Approval of Board Tribute to Larry Berry: Motion to adopt by Daniel Clifford, seconded by Tommy Mann and approved by all members.

VI. Approval of 2021 Mobile Home Pre-Bill Digest: Motion by Daniel Clifford to approve, seconded by Tommy Mann and approved by all Members.

VII. Chief Appraiser Report:

2021 Budget Review. There are \$20,000 reductions to the Professional Services/ Legal and Travel lines to reflect the additional 4% raise for staff, which should be implemented in the next pay cycle.

The Board of Commissioners approved the Online Appeals software contract with Spatalest. The software will be active this Appeal season.

Steve shared the newly revised Field Appraiser Manual that all current and future field staff will be required to review and acknowledge.

Motion by Daniel Clifford to adopt the Field Appraiser Manual, seconded by Tommy Mann and approved by all members.

Most staff members who tested positive for COVID-19 have returned to work in person.

Our office will be closed Monday, January 18st in observance of Martin Luther King Jr. Day.

The next BOA meeting will be Thursday, January 28, 2021 at 9 AM.

VIII. Executive Session: None

IX. Adjournment: Motion by Daniel Clifford to adjourn the Regular Meeting, seconded by Tommy Mann and approved by all Members.

Dennis Conway, Chairman

Jenny Thomas, Secretary