

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

January 28, 2021

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

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

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

Call to Order: Dennis Conway called the meeting to order.

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

Approval of Minutes: Motion by MaryBeth Burnette to approve the January 14, 2021 minutes, seconded by Tommy Mann and approved by all Members.

Public Comments: None.

New Business: Motion by MaryBeth Burnette to move Batch P1, Batch P3, Batch 3A, Batch 3P, Batch MH1, Batch 1P, Batch U-P, 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:

Personal Property Department, Jennifer Hoskins, Project Manager

Batch P1, Standard Agenda

Batch P3, Appeals Agenda

Residential Department, Ricky Hitt, Senior Appraiser

Batch 3A, Appeal Changes

Batch 3P, 2020 Changes

Mobile Home Department, Janet Hall, Senior Appraiser

Batch MH1, Digest Changes

Commercial/Industrial Department, Gregg Boutilier, Senior Appraiser

Batch 1P, 2020 Commercial Digest Changes

Batch U-P, 2020 Utility Digest Changes

Rural Department, Trey Stephens, Senior Appraiser

Batch 5CB, CUVA Breaches

Batch 5CR, CUVA Releases

V. Chief Appraiser Report:

2021 Budget Review. The January 29th paychecks reflect the approved additional 4% salary increase.

County Manager Cooper hosted an Executive Leadership Team Meeting last Thursday where he announced May 31, 2021 as his retirement date.

Steve had a meeting with Mr. Cooper immediately following and they discussed the 2021 Budget, as well as our 1st floor remodel. Steve and Matt Williams then discussed the projected floor plans and the final proposal was then presented to the Board.

Mr. Cooper advised Steve that the Tax Assessor's office will be able to obtain the basement before the end of this budget year. The additional space will likely result in a staff re-organization.

Congratulations to MaryBeth Burnette for her re-appointment to a new 6-year term on our Board.

Darrell devised a temporary COVID-19 office policy that Steve has signed into place effective immediately.

The next BOA meeting will be Thursday February 11, 2021 at 9 AM.

VI. Executive Session: None

VII. Adjournment: Motion by Marybeth Burnette to adjourn the Regular Meeting, seconded by Daniel Clifford and approved by all Members.

Dennis Conway, Chairman

Jenny Thomas, Secretary