

Board of Tax Assessors Meeting Minutes

April 8, 2021

Members Present: Daniel Clifford, Dennis Conway, Raymond Gunnin and Tommy Mann were present for the meeting.

Staff Present: Steve Swindell, Trey Stephens, Gregg Boutilier, Sandy Forrester, Crystal Hamby, Janet Hall, Ricky Hitt, Jennifer Hoskins and Kimberly Millsap were present for the meeting.

Public Present: None.

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

Call to Order: Dennis Conway called the meeting to order at 9:00 a.m.

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

Approval of Minutes: Motion by Daniel Clifford to approve the March 25, 2021 minutes, seconded by Tommy Mann and approved by each Board Member.

Public Comments: None.

New Business: Motion by Daniel Clifford to move Batch E-1, Batch E-2, Batch P1, Batch P6, Batch MH1, Batch 2MH, Batch 3P, Batch 5CB, Batch 5CR and Batch 5P to consent agenda and follow staff recommendations, seconded by Tommy Mann and approved by each Board Member.

I. New Business:

Front Office, Becky Parker, Receiver of Records

Batch E-1, Dropped Exemptions 2021

Batch E-2, Reinstate Exemptions

Personal Property Department, Jennifer Hoskins, Project Manager

Batch P1, Standard Agenda

Batch P6, Audit Agenda

Mobile Home Department, Janet Hall, Senior Appraiser

Batch MH1, Digest Changes

Batch 2MH, Prebill Appeals

Residential Department, Ricky Hitt, Senior Appraiser

Batch 3P, Prior Year Changes

Rural Department, Trey Stephens, Senior Appraiser

Batch 5CB, CUVA Breaches

Batch 5CR, CUVA Releases

Batch 5P, Prior Year Changes

II. Chief Appraiser Report:

2021 Budget Review

Exemption applications increased for 2021. From March 12 until April 1 2,102 applications were filed. The daily average is 250 exemptions filed in the final week. Online exemption application software is coming soon.

See Attached: Sales Ratio data as of April 6, 2021.

Expected timeline for 2021 Assessment Notices:

May 7th: Changes completed

May 13th: BOA approves notice list, send data to Southdata and Steve reports final numbers.

May 15th: Values are live online

May 17th: Notices are mailed and the appeals module is live online.

The next meeting will be on April 22, 2021 at 9:00am.

III. Attorney's Report / Executive Session: Whit Frost gave an update of an ongoing personal property appeal.

IV. Adjournment: Motion by Daniel Clifford to adjourn the Regular Meeting, seconded by Tommy Mann and approved by each Board Member.

Dennis Conway, Chairman

Kimberly Millsap, Secretary