

## Board of Tax Assessors Meeting

Minutes of the January 12, 2023 Meeting

**Members Present:** Dennis Conway, MaryBeth Burnette, Raymond Gunnin, Tommy Mann and Mark Young were present for the meeting.

**Staff Present:** Steve, Swindell, Gregg Boutilier, Ricky Hitt, Terri Jackson, Lee Johnson, Kimberly Millsap, Becky Parker, Rhonda Peterson and Jenny Thomas were present for the meeting.

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

- 1. Call to Order:** Dennis Conway called the meeting to order.
- 2. Approval of Amended Agenda:** Motion by MaryBeth Burnette to approve the agenda, seconded by Raymond Gunnin and approved by each Board Member.
- 3. Election of 2023 Officers:** Motion by MaryBeth Burnette to nominate Dennis Conway as Chairman, seconded by Raymond Gunnin and approved by all Members. Motion by Raymond Gunnin to nominate MaryBeth Burnette as Vice Chairman, seconded by Tommy Mann and approved by each Board Member.
- 4. Appointment of Secretary:** Motion by MaryBeth Burnette to appoint Jenny Thomas as secretary, seconded by Raymond Gunnin and approved by each Board Member.
- 5. Adoption of Board of Assessor's 2023 Meeting Calendar:** Motion by Raymond Gunnin to approve the 2023 Board of Assessor's calendar, seconded by MaryBeth Burnette and approved by each Board Member.
- 6. Approval of Minutes:** Motion by MaryBeth Burnette to approve the December 19, 2022 meeting Minutes, seconded by Tommy Mann and approved by each Board Member.
- 7. Public Comments:** None.
- 8. New Business:** Motion Raymond Gunnin to move Batch P1, Batch 1, Batch 1B, Batch 1P, Batch 3A, Batch 5P, Batch 5CB and Batch 5CR to the consent agenda and follow staff recommendations, seconded by Mark Young and approved by each Board Member.

### **Consent Agenda:**

#### **Digest Changes:**

Personal Property Department, Jennifer Hoskins, Project Manager  
**Batch P1**, Standard Agenda

Commercial Department, Gregg Boutilier, Senior Appraiser  
**Batch 1**, Current Year Changes  
**Batch 1B**, Certify to BOE  
**Batch 1P**, Prior Year Changes

Residential Department, Lee Johnson, Senior Appraiser  
**Batch 3A**, Appeal Changes

Rural Department, Ricky Hitt, Senior Appraiser  
**Batch 5P**, Previous Tax Year Changes  
**Batch 5CB**, Conservation Use Breaches  
**Batch 5CR**, CUVA Releases

9. Motion by MaryBeth Burnette to approve the 2023 Mobil Home Prebill, seconded by Mark Young and approved by each Board Member.

**10. Chief Appraiser's Report:**

Steve reviewed the 2023 Budget Report.

Steve explained Chairmanship responsibilities and thanked Dennis for his years of continuing service.

The County revealed the Pay Study compensation adjustments that go into effect January 15, 2023.

Ron Shelby from the City of Woodstock has requested a methodology study of the Department of Audits to be performed by the Andrew Young School of Policy Studies.

Steve received the 2022 Digest Review paperwork request for the 3-year review from the Department of Revenue.

We received a new Designation to Receive authorization from the new Tax Commissioner, which allows our office to continue receiving and processing exemption applications.

The next meeting will be Monday, January 26, 2023 at 9:00 AM.

**11. Attorney's Report / Executive Session:**

Darrell explained that there has not been any movement with the appeals in litigation.

Motion by MaryBeth Burnette to move to Executive Session to discuss personnel matters, seconded by Mark Young and approved by each Board Member.

Motion by MaryBeth Burnette to re-enter Regular Meeting, seconded by Raymond Gunnin and approved by each Board Member.

**12. Adjournment:** Motion by MaryBeth Burnette to adjourn the Regular Meeting, seconded by Mark Young and approved by each Board Member.

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Dennis Conway, Chairman

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Jenny Thomas, Secretary