

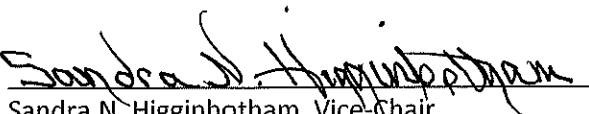
Board of Assessors
Monthly Meeting Minutes
October 26, 2021

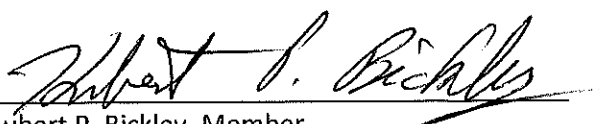
1. The meeting was called to order by Chairman Coffee at 9:33 am in the conference room at the Tax Annex. A quorum was present including the following: Daniel B. Coffee, Sandra N. Higginbotham, Hubert P. Bickley, and Lauren A. Harbin, Secretary.
2. Chairman Coffee asked for a motion to approve the agenda. Vice-Chair Higginbotham offered the motion with Mr. Bickley seconding. There was no further discussion. The agenda was approved with no amendments 2-0-0.
3. Chairman Coffee asked for a motion to approve the September 28, 2021, minutes. Vice-Chair Higginbotham offered the motion, with Mr. Bickley seconding the motion. Chairman Coffee indicated that there was a typo at item I and that the date there should show the 26th. The minutes were approved with the aforementioned correction 2-0-0.
4. Old Business
 - A. Personal Property Audit – Mrs. Harbin provided the Board with an update on the audit progress, which included a spreadsheet from Deen's LLC with an audit summary. She indicated that field work was taking place, and that audits on 15 accounts had been received this month. Chairman Coffee inquired about the progress and asked Mrs. Harbin to continue to be diligent in requesting completed audits. There were 5 accounts with NOA's those account summaries were reviewed and Vice-Chair Higginbotham offered the motion to approve the notices of assessment. Mr. Bickley offered the second. There was no further discussion. The motion passed 2-0-0.
5. New Business
 - A. Mrs. Harbin presented the Board with a copy of the budget update provided by the Board of Commissioners office through August 31, 2021. Everything appears in order.
 - B. Mrs. Harbin presented the Board with an email concerning NADA values for the upcoming year. She requested approval to download the schedules and apply the values. The summary reports did indicate an increase in new mobile home values. Vice-Chair Higginbotham offered the motion to approve the download of the NADA schedules. Mr. Bickley offered the second. There was no further discussion. The motion passed 2-0-0.

- C. A report containing all error and releases done since the last meeting was presented with a copy of each error and release. Upon recommendation from the Chief Appraiser Vice-Chair Higginbotham offered the motion to approve the error and releases as presented. Mr. Bickley seconded the motion. There was no further discussion. The motion passed 2-0-0.
- D. Mrs. Harbin provided the Board with a verbal update on the status of appeals. At this time all appeals have been forwarded to the Appeal Administrator and appeal hearings have been scheduled for November 9th and 10th.
- E. Mrs. Harbin presented the Board with a sample of the exemption expiration letters that were mailed October 25, 2021 for the covenants that are ending December 31, 2021 and will need to be renewed between January and April of 2022.
- F. Mrs. Harbin presented the Board with Homestead Exemption Applications for 2022. Vice-Chair Higginbotham made a motion to approve the applications as presented. Mr. Bickley seconded the motion. The motion carried 2-0-0. A listing of approved applications will be made a portion of these minutes.
- G. In the Chief Appraisers update Mrs. Harbin informed the Board that the DNR data is available for downloading. She also discussed the modifications that were made to the room that was formerly Tax Commissioner Huffs office so that the Board could use it as a meeting space. Finally she updated the Board on training that has been scheduled for the remainder of the year.
- H. In members matters, Mr. Bickley and Vice-Chair Higginbotham stated they had nothing for discussion. Chairman Coffee extended an invitation to the Lyons club meeting. He also gave the Board an update on his meeting with the County Manager following the September BOA meeting.
- I. The upcoming meeting dates were discussed. The Board will meet in November on an as needed basis. The December meeting was tentatively scheduled for the 14th at 2:00pm, and the January meeting was scheduled for the 5th at 2:00pm.
- J. A motion was made by Vice-Chair Higginbotham to adjourn the meeting at 10:34 am. Mr. Bickley seconded the motion. The motion carried 2-0-0.

Submitted by Lauren A. Harbin, Secretary


Daniel B. Coffee, Chairman


Sandra N. Higginbotham, Vice-Chair


Hubert P. Bickley, Member