

Brooks County Board of Tax Assessors

Meeting Minutes

February 9, 2016

I. Call to order

Dan Graham called to order the regular meeting of the Brooks County Board of Tax Assessors at 9:00 a.m. on February 9, 2016 with all members present. Also in attendance were Pam Jones, Chief Appraiser and Mica Jarvis. Dr. Golden led the Board in prayer.

II. Approval of minutes from previous meeting

Assessors reviewed minutes from meeting held January 12, 2016. After review, Mr. Stalvey made a motion to approve minutes as printed. Dr. Golden seconded. All members in favor. Motion carried.

III. Approval of current agenda

Assessors reviewed proposed agenda for current meeting. After review, Dr. Golden made a motion to approve current agenda. Mr. Stalvey seconded. All members in favor. Motion carried.

IV. Old Business

None

V. Hearings

Assessors spoke with Mr. Willie Thomas regarding his 2015 Conservation Use Applications. Mr. Thomas explained to the Board that his 2015 Conservation Use applications should be considered for approval for the 2015 tax year although his applications were made after the appeal period deadline of June 25, 2015. Mr. Thomas was informed by the assessors that because his applications were received after the 2015 deadline that the applications cannot be approved but if completed applications are received before the 2016 deadline those applications can be considered for the 2016 tax year.

VI. Chief Appraiser's Report

Mrs. Jones informed the assessors that office staff continues to do field work and letters have been mailed to property owners with covenant renewals or breaches reminding them of the deadline to renew or continue covenants.

VII. New Business

- a) Assessors reviewed motor vehicle appeals (see attached). After review, assessors agreed to adjustments as attached.
- b) Assessors reviewed 2016 Prebill Manufactured Home Digest account corrections (see attached). After review, assessors agreed to account corrections as attached.
- c) Assessors reviewed parcel combination requests (see attached). After review, Dr. Golden made a motion to approve parcel combination requests. Mr. Stalvey seconded. All members in favor. Motion carried.
- d) Assessors reviewed Disabled Veterans Homestead Exemption application submitted by Martha Tepker. Mrs. Jones informed the assessors that paperwork regarding disability rating submitted by applicant was dated March 19, 1997. Assessors agreed that updated paperwork regarding disability rating must be received by April 1, 2016 to be considered for approval.

Assessors reviewed covenant applications and releases (see attached list). After review, Mr. Stalvey made a motion to approve covenant applications and releases as presented. Dr. Golden seconded. All members in favor. Motion carried.

VIII. Other Business/Comments

IX. Adjournment

There being no further business, Mr. Graham adjourned meeting at 11:15 a.m.