

# **Brooks County Board of Tax Assessors**

## **Meeting Minutes**

March 8, 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 March 8, 2016 with all members present. Also in attendance were Pam Jones, Chief Appraiser and Mica Jarvis. Mr. Stalvey led the Board in prayer.

### **II. Approval of minutes from previous meeting**

Assessors reviewed minutes from meeting held February 9, 2016. After review, Dr. Golden made a motion to approve minutes as printed. Mr. Stalvey seconded. All members in favor. Motion carried.

### **III. Approval of current agenda**

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

### **IV. Old Business**

Mrs. Jones informed the assessors that 2016 Conservation Use Covenant applications have not been received from Willie Thomas as discussed in February meeting.

### **V. Hearings**

None

### **VI. Chief Appraiser's Report**

Mrs. Jones informed the assessors that office staff continues to do field work and approximately 38 certified letters have been mailed to property owners with covenant breaches reminding them of the deadline to continue covenants.

Assessors were informed that Mr. Ronald Williams met with the Board of Commissioners regarding a refund of taxes overpaid due to incorrect acreage total on his parcel. Assessors reviewed letter submitted to the Board of Commissioners from the office explaining the error and amount overpaid in taxes for the 2013 and 2014 tax

years. Mr. Williams was refunded the amount overpaid for 2013 and 2014 by the Board of Commissioners.

Assessors reviewed recent sales and timber listing.

## **VII. New Business**

- a) Assessors reviewed 2016 FLPA index factor provided by the Department of Revenue. After review, Mr. Stalvey made a motion to approve 2016 FLPA index of 1.015. Dr. Golden seconded. All members in favor. Motion carried.
- b) Assessors reviewed motor vehicle appeal (see attached). After review, assessors agreed to value adjustment as attached.
- c) Assessors reviewed 2016 Prebill Manufactured Home Digest account corrections (see attached). After review, assessors agreed to account corrections as attached.
- d) Assessors reviewed parcel combination requests (see attached). After review, assessors agreed to parcel combinations as attached.
- e) Assessors reviewed covenant applications and releases (see attached list). After review, assessors agreed to approve applications and releases as attached.
- f) Assessors reviewed Disabled Veterans Homestead Exemption application submitted by William F. Kirkland. Mr. Kirkland provided information with his application that states that although his current disability rating is 80%, he is compensated at 100% due to his unemployability. After review, assessors agreed that matter shall be discussed with someone at the Department of Revenue and if more information shall be required from Mr. Kirkland that he be asked to attend next meeting with requested information.

## **VIII. Other Business/Comments**

Mrs. Jones informed the assessors that Dr. Golden has received his Certificate of Eligibility from the Department of Revenue for his current term.

## **IX. Adjournment**

There being no further business, Mr. Graham adjourned meeting at 10:44 a.m.