

**HAMILTON COUNTY APPRAISAL DISTRICT
MEETING MINUTES, May 4, 2021
County Annex Meeting Room**

The Hamilton County Board of Directors met on May 4, 2021 at 10:00 AM. Keith Gatewood, Vice Chairman, called the meeting to order and announced that a quorum was present. Other members present included Jeff Serratt, Judge Mark Tynes, and Linda Catoe. T.P. Medlock was absent.

Minutes of the February 24, 2021 meeting were approved with a motion for approval offered by Judge Tynes, seconded by Mr. Serratt, and passing without dissent.

Heather Donahoo presented several items concerning building issues to the Board. There was considerable discussion on the best course of action concerning the appraisal district building. Mold remediation bids were presented as well as a bid from TXP to remodel the appraisal district. The Board made a decision to postpone action on renovations of the appraisal district building due to the sudden increase in building materials. The Board would like to time to explore all options and wait and see if building material prices decrease. The Board expressed that their main concern is the safety and well-being of the employees of the appraisal district and getting them relocated. Ms. Donahoo presented several locations that would work for temporary placement of the appraisal district. Mr. Serratt moved to authorize Heather Donahoo to negotiate the lease up to \$1200 per month for the building located at 107 E Henry Street; subject to inspection and mold clearance, Judge Tynes seconded, and the motion passed unanimously.

The preliminary budget for 2022 was presented to the Board. The budget is a 6.8 percent increase over the 2020 budget. Ms. Donahoo did mention to the Board that the preliminary budget does not include the moving expenses or the funding for renovation or relocation. Judge Tynes commented that he believes the appraisal district should increase the contingency in the budget to make sure the district is not under budgeted and to account for moving expenses and relocation. He expressed concern that the appraisal district budget should have been trending upward in the prior years in order to maintain the building just like the values should have been trending. A request was made by the Board to get quotes from a moving company to relocate to and from the appraisal district to the temporary location.

Jeff Serratt moved to appoint Heather Donahoo as Chief Appraiser of the Hamilton Central Appraisal District as of May 1, 2021 with a salary of \$ 56,000 for 2021. Tynes seconded, and the motion passed unanimously.

Ms. Donahoo presented the financial report through the end of March and a list of all payments made during the months of February and March. With the exception of any relocation expenses that occur in 2021, the expenditures should be in line with the overall budget. Richard Petree explained with the savings of the interim chief appraiser cost for the rest of the year additional money would be freed up in the budget for 2021.

Ms. Donahoo presented the collections report indicating that 94.56% of the 2020 taxes have been paid. She commented that we are a bit ahead of the same time last year which is good considering tax bills were mailed later than normal. She also presented an updated list of the top 100 delinquent accounts.

Ms. Donahoo also presented the 25.25 changes of value to the board. All 25.25 changes are provided so that the Board can ask questions about any changes of concern. Most of the changes are late homesteads or minor value differences.

The Board moved to executive session at 11:15 AM and returned to open session at 11:26 AM. No action was taken following the executive session, Judge Tynes moved adjournment. It was seconded by Mr. Serratt, and passed without dissent. The adjournment occurred at 11:27 AM.

Keith D. Gatewood

Vice Chairman, Keith Gatewood