

HAMILTON CENTRAL APPRAISAL DISTRICT  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
JUNE 16, 2023  
Corrected Minutes

1. CALL TO ORDER.  
Meeting was called to order at 2:00 p.m. by Jeff Serratt.
2. OPENING PRAYER.  
Prayer was given by Millie Shinn.
3. ROLL CALL/CERTIFY QUORUM.  
Board members present were: Jeff Serratt, Millie Shinn, Llyod Huggins and Todd Jordan. Staff Members present were: Chief Appraiser, Codi McCarn and Denise Wolfe. Quorum was certified by Jeff Serratt.
4. PUBLIC COMMENTS.  
Richard Layne, Manny Araujo with BIS, Rusty Lilljedahl and Randy Yates were in attendance.
5. ADMINISTER OATH OF OFFICE AND ANTI-BRIBERY STATEMENT TO BOARD MEMBERS.  
The oath of office and anti-bribery statement was administered by, Chief Appraiser, Codi McCarn.
6. CONSENT AGENDA.  
After reviewing the May 19, 2023 meeting minutes, paid bills and financials the motion was made by Todd Jordan to approve the minutes, paid bills and financials as presented. The motion was seconded by Millie Shinn and the motion carried 4 in favor and none opposed.
7. CHIEF APPRAISER REPORTS.  
The collections, appraisal and general reports were given by Chief Appraiser, Codi McCarn. The Collections reports was presented with no questions regarding the reports. The appraisal/general report was given by the, Chief Appraiser, Codi McCarn. There were no questions regarding the reports.
8. CONSIDER AND ACT ON AUTHORIZING THE CHIEF APPRAISER TO OBTAIN A SAFETY DEPOSIT BOX AT EXTRACO BANK.  
The motion was made by Millie Shinn for Chief Appraiser, Codi McCarn to obtain a safety deposit at Extraco Banks. The motion was seconded by Jeff Serratt and the motion carried unanimously.
9. CONSIDER AND ACT ON AUTHORIZING ACCESS TO THE SAFETY DEPOSIT BOX TO THE CHAIR OF THE BOARD, THE CHIEF APPRAISER AND THE DEPUTY CHIEF APPRAISER.  
Motion was made by Todd Jordan to authorize access to the safety deposit to the chair of the BOD, Jeff Serratt, Chief Appraiser, Codi McCarn, Deputy Chief Appraiser, Denise Wolfe. The motion was seconded by Millie Shinn and the motion carried unanimously.
10. DISCUSSION AND POSSIBLE ACTION ON LETTER OF ENGAGEMENTS FOR ACCOUNTING SERVICES THROUGH WILL HALE ACCOUNTING FOR 2023 & 2024.  
Motion was made by Millie Shinn to accept Will Hale Accounting Services for the 2023 & 2024 year. The motion was seconded by Jeff Serratt and the motion passed unanimously.
11. DISCUSSION AND POSSIBLE ACTION ON SERVER IN OFFICE.  
The motion was made by Jeff Serratt to keep the server for 5 years. The motion was seconded by Millie Shinn.
12. DISCUSSION AND POSSIBLE ACTION ON THE 2024 PROPOSED BUDGET.  
Guest Manny Araujo with Harris Govern spoke to the board of directors. Postage line item needs to be corrected to \$10,000. Quickbook's to be left the same at \$5,500. Motion was made by Millie Shinn to approve the proposed with the following changes. The motion was seconded by Todd Jordan and the motion passed unanimously.
13. CONSIDER AND ACT ON SALE/DISPOSAL OF THE 2004 FORD EXPLORER.  
Motion was made by Todd Jordan to take bids on the 2004 Ford Explorer. Motion was seconded by Millie Shinn and the motion passed unanimously.

14. DISCUSS AND POSSIBLE ACTION ON UPDATES TO 401 E MAIN BUILDING.


Guest Rusty Lilljedahl gives detail on building construction. Motion was made by Millie Shinn to approve accepting construction bids for 15 days. Motion was seconded by Todd Jordan and the motion passed unanimously.

15. DISCUSSION AND POSSIBLE ACTION ON LISTING PROPERTY AT 119 E HENRY.

Motion was made by Jeff Serratt to accept Realtor Proposals to list 119 E Henry. The motion was seconded by Todd Jordan and the motion carried unanimously.

16. ADJOURNMENT.

Motion was made at 3:40 p.m. by Todd Jordan to adjourn. Motion was seconded by Jeff Serratt and the motion carried unanimously.

  
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Chairman

  
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Vice-Chairman

September 20, 2024  
Date