

**COOKE COUNTY APPRAISAL DISTRICT**

**BOARD OF DIRECTORS**

Minutes for BOD Meeting

Wednesday, December 18, 2019

Present: Jason Snuggs, Gary Lewis, Joe Knight, Jerry Fleitman and Mike Rosenberg. Also, present was Chief Appraiser Doug Smithson, Lori Clack and The Weekly News.

**Public Comments:** There were none.

**Review and approve the minutes:** Motion was made by Gary Lewis to approve the minutes as presented. Jerry Fleitman seconded the motion. Motion passed 5-0.

**Review payment of bills:** The bills were reviewed and discussed.

**Review financial statements:** Financial statements were reviewed and discussed.

**Action Items:**

- A. Discussion and possible action regarding appointment of Ag advisory board members.** Joe Knight made the motion to reappoint Gary Lewis and Kenneth Alexander for the 2020-2021 years. Jerry Fleitman seconded the motion. Additional members are Scott Schumacher, Lanny Lewter and Robert Knauf. Motion passed 5-0.
- B. Discussion and possible action regarding the 2020 CAD contracts.** Tabled
- C. Discussion and possible action regarding the appointment of ARB members.** Tabled
- D. Discussion and possible action regarding Collections contracts.** The 2020-2021 year collection contracts were presented to the board. Gary Lewis made the motion to accept and approve contracts as presented. Joe Knight seconded the motion. Motion passed 5-0.
- E. Discussion and possible action regarding the 2019 Reserves.** Doug Smithson made the recommendation to return the 2019 reserves to the taxing entities and the audit is completed. Gary Lewis made the motion to accept the recommendation. Joe Knight seconded the motion. Motion passed 5-0.
- F. Discussion and possible action regarding Chief Appraiser evaluation.** The board entered into executive session at 5:20 p.m. The board re-entered open session at 5:40 p.m. No action was taken.

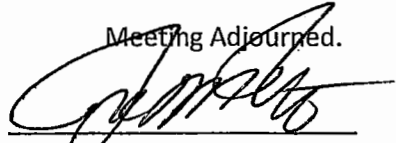
**Discussion Items:**

**A. Chief Appraiser report.**

- 1.** Doug reported that tax bill will go out in mid October. Peggy Moore, collection supervisor abruptly retired and Shelli Sweeten was promoted to collection supervisor. Appraisers are in the field picking up new construction and taking required education. Doug also reported the District received a new server, re-ran some CAT5 wiring from 1999, recoated roof, did complete inventory of office, cleaned out, scanned all past lawsuits, digitized past microfiche and micro film.
- 2. Change of hiring professional contracts.** The CAD has been with Pritchard & Abbott since 1981 but over the past several years there has been concerns in their ability to provide some of the services the CAD has needed in order to make the office more efficient. In discussion with the District's attorney, it is not required to do a Request for Proposal for Professional services. Several of the staff has a presentation and reviewed othe appraisal

firms. Doug feels there has come a time to make a change. He recommended not renewing the P&A contract and recommended Capital Appraisal for appraising the mineral, utility and industrial personal property. Joe Knight made the motion to accept contract with Capital. Jason Snuggs seconded the motion. Motion passed 3-0.

Meeting Adjourned.



Chairman



Secretary