

COOKE COUNTY APPRAISAL DISTRICT

BOARD OF DIRECTORS

Minutes for BOD Meeting

Wednesday, October 9, 2019

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

Public Comments: Doug Smithson introduced new staff members Sheldon Ellis, an appraiser and Krystle Huchton, a collection clerk.

Review and approve the minutes: Motion was made by Gary Lewis to approve the minutes as presented. Joe Knight seconded the motion. Motion passed 3-0.

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 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 3-0.
- B. **Discussion and possible action regarding the holiday schedule.** The 2020 holiday schedule was presented and accepted. Jason Snuggs made the motion to approve the schedule. Gary Lewis seconded the motion. Motion passed 3-0.
- C. **Discussion and possible action regarding signature bank cards.** Gary Lewis made the motion to remove Peggy Moore from the signature cards and add Shelli Sweeten. Doug Smithson, Cheryl Martin and Jason Snuggs will also remain as signers. Joe Knight seconded the motion. Motion passed 3-0.

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

Jason Sings
Chairman

Greg Hahn
Secretary