

JEFFERSON COUNTY BOARD OF EQUALIZATION

Minutes of October 16, 2013

PRESENT:

BOARD MEMBERS :

Charles T. Telle Jr.
Rich Bay
Karla Fincher

ASSESSORS OFFICE

Todd Melkus
Angie Pope

COUNTY CLERKS OFFICE

Kim Moeller, Secretary to the Board
Wes Wagner, County Clerk

APPELANTS

Eric Ringwald

CALL TO ORDER:

The meeting was called to order by Charles T. Telle Jr. at 1:06 p.m.

APPROVAL AGENDA:

Rich Bay made the motion to approve the agenda for October 16, 2013. Karla Fincher seconded the motion. Motion carried.

MINUTES:

The minutes of the previous meeting September 18, 2013 were read. Rich Bay made the motion to approve said minutes. Karla Fincher seconded the motion. Motion carried.

The minutes of July 24, 2013 that were tabled from the September 18, 2013 meeting were read. Rich Bay made the motion to amend said minutes of July 24, 2013 to read as follows:

Rich Bay made the motion to require any agent representative of a property owner to submit to the secretary of the Board of Equalization a completed Agent Authorization form prior to the statutory appeal deadline. Failure of the agent or property owner to submit an appeal with a completed agent authorization form prior to the statutory appeal deadline will result in the appeal being rejected as incomplete and not scheduled for a hearing by the secretary of the Board of Equalization. Upon adoption of this motion, this requirement becomes effective July 24, 2013 at 1:05 PM. Seconded by Karla Fincher, motion carried.

Charles T. Telle Jr	Yes
Rich Bay	Yes
Karla Fincher	Yes

Rich Bay made the motion to review the amended July 24, 2013 minutes at the November 20, 2013 meeting. Karla Fincher seconded the motion. Motion carried.

CITIZENS TO BE HEARD: NONE

OLD BUSINESS: NONE

NEW BUSINESS: Eric Ringwald
Account # 571838

Rich Bay made the motion to change this appellant's assessment from 4,380 personal property assessed valuation to 3,710 personal property assessed valuation. Charles T. Telle Jr. seconded the motion. Motion carried 2-1. The decision letter was mailed certified on October 17, 2013.

Charles T. Telle Jr	Yes
Rich Bay	Yes
Karla Fincher	No

ASSESSOR 'S OFFICE VALUE CHANGES:

Todd Melkus presented 40 Residential\Commercial Real Estate changes. Rich Bay made the motion to accept the changes. Karla Fincher seconded the motion. Motion carried.

Todd Melkus presented Real Estate and Personal Property changes and additions August 15, 2013 thru October 15, 2013. Rich Bay made the motion to accept said changes. Karla Fincher seconded the motion. Motion carried.

INCOMPLETE APPEALS FOR BOARD DECISION: NONE

DECISSION: TAX APPEAL GUIDELINES

A completed Agent Authorization form must be submitted with the completed appeal form prior to the tax appeal deadline.

If **no completed Agent Authorization form** is submitted with the **completed appeal form.** the appeal will be returned to the agent with a cover letter stating the reason why the appeal was rejected. The secretary to the board will keep date stamped copies on file.

In addition, any appeal that is not properly completed and submitted prior to the statutory deadline will not be scheduled for a hearing by the secretary of the Board of Equalization.

Rich Bay made the motion to accept the tax appeal guidelines. Karla Fincher seconded the motion. Motion carried.

Charles T. Telle Jr	Yes
Rich Bay	Yes

Karla Fincher **Yes**

MEETINGS: The next meeting will be November 20, 2013 at 1:00 p.m.

ADJOURNMENT: Rich Bay made the motion to adjourn this meeting at 1:58 p.m. Karla Fincher seconded the motion. Motion carried.

Chairman, Board of Equalization

Board of Equalization Member

Board of Equalization Member