

**MENARD COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTOR'S
REGULAR MEETING – DECEMBER 6, 2012**

A regular meeting of the Menard County Appraisal District Board of Directors was held in the Appraisal District Office on Thursday, December 6, 2012 at 8:30 A.M. Chairman George Sultemeier called the meeting to order. Others present were Raymond Jaramillo, Novice Kniffen, Nancy Wenzel, Sheridan Duncan, and Charles Anderson. Guest in attendance: Kayla Wagner and Gary Zeitler representing Eagle Appraisal.

The meeting was called to order at 8:33 AM.

A motion was made by Novice Kniffen, seconded by Sheridan Duncan, and passed that the minutes for the November 7 Regular meeting be approved as mailed with the agenda.

Neither guest wished to address the board at this time.

A motion was made by Raymond Jaramillo, seconded by Nancy Wenzel, and passed that the bills for November 2012 be approved.

The board entered into Executive Session pursuant to Texas Government Code 551.074 to open and discuss applications for the position of Chief Appraiser at 8:42AM The Executive Session ended at 9:03AM.

Upon a motion by Novice Kniffen, seconded by Sheridan Duncan, and passed the board voted to forego interviews and hire Kayla Wagner to fill the position of Chief Appraiser.

Gary Zeitler addressed the board and explained the contract of support that he would offer the Menard County Appraisal District. He stated that he or one of his staff members would be available to the Chief Appraiser for any related issues. A motion was made by Nancy Wenzel, seconded by Raymond Jaramillo, and passed that the Menard County Appraisal District contract with Eagle Appraisal in a one year contract for office support.

A motion was made by Raymond Jaramillo, seconded by Sheridan Duncan, and passed to purchase a Bunn Home Coffee Brewer from Decoty Coffee to replace the existing one that now leaks.

The board reviewed the budget and discussed possible amendments to the budget. No action was taken.

Charles Anderson explained to the board that he had held interviews on Tuesday, December 4, 2012 for the appraiser position. Shannon Baether has been hired to fill the position and she would begin work on January 1, 2013.

Charles explained to the board that the map was complete and explained that according to the Comptroller's Office we can charge for the map not to exceed \$20.00. The Menard County Appraisal will not charge to email the map files. A motion was made by Sheridan Duncan, seconded by Raymond Jaramillo, and passed to charge \$20.00 for a CD of MCAD's parcel map file.

Novice Kniffen left meeting at 9:45AM.

A motion was made by Sheridan Duncan, seconded by Nancy Wenzel, and passed that the payroll date for December be moved from Friday, December 28 to Friday, December 21.

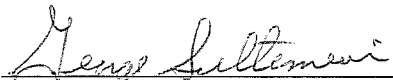
Chief Appraiser Report

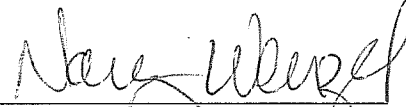
- a. Eagle Appraisal has been conducting physical inspection of properties in Menard. He will begin rural inspections in January.
- b. The office has collected approximately 50% of 2012 taxes have been collected through November 30.
- c. Tom Morris notified our office that he will be our 2013 MAP Reviewer. He will come to Menard to visit with Kayla in January, 2013. We have submitted all material requested before the November 30, 2012 deadline.
- d. The GIS map is now 100% complete and has been emailed to Pritchard & Abbott to be posted on the website.

There were no appraisal related matters discussed.

The next meeting will be a special meeting held on Thursday, December 27, 2012 at 10:00AM to amend the 2012 budget, review and take action on contract with Kayla Wagner. Sergio Garcia with Perdue Brandon will be here to discuss his contract.

There being no further business, the meeting was adjourned at 10:20AM. A motion was made by Nancy Wenzel, seconded by Raymond Jaramillo, and passed.


George Sultemeier, Chairman


Nancy Wenzel, Secretary