

Hemphill County Appraisal District
223 Main Street
Canadian, Texas 79014

Telephone (806) 323-8022 - Fax (806) 323-8430

Minutes

The Hemphill County Appraisal District Board of Directors met on Wednesday, August 9, 2023, at the Hemphill County Appraisal District office located at 223 Main Street, Canadian, Texas. Board members present were Heath Mitchell, Chairman, Alton Lohberger, Andy Orrell, Chris Jackson and Tim Alexander. Appraisal District staff members present were Pam Scates, Chief Appraiser and Alice Bentley, Appraiser. Guest present were County Judge, Lisa Johnson, Pritchard & Abbott, Inc. staff, Doug Sahli, District Manager, Brandon Bensen, IT Manager & Kenneth Weismuller, GIS Manager.

1. Heath Mitchell established a quorum, called the meeting to order at 9:02 a.m. and gave the invocation.
2. No public comment.
3. The Board went into Executive Session at 9:07 a.m., and reconvened into regular session at 10:36 a.m.
4. Motion was made by Tim Alexander to extend Pam's employment contract for 2024 with a 3% salary increase and to submit her chief appraiser evaluation in her personnel file. Alton Lohberger seconded. Passed unanimously 4-0
5. July 5, 2023 Minutes & Budget Hearing Minutes were reviewed. Andy Orrell made a motion to accept the minutes as presented, Alton Lohberger seconded. Passed unanimously 4-0.
6. June 2023 & July 2023 receipts & disbursements were reviewed. Tim Alexander made a motion to accept the receipts & disbursements as presented. Andy Orrell seconded. Passed unanimously 4-0.
7. The 2023 Certified Appraisal Roll was presented to the Board. No motion.
8. Brandon Bensen presented the Board with Software/Hardware Contracts. He gave a demo of the new Appraisal Tablet System. Ken Weismuller presented the new mapping system and maps that would be available to the Appraisal District. Tim Alexander made a motion to accept the Mapping Software & GIS Maintenance Contract for \$12,500 for 2023, \$8,283 for 2024, & \$8,283 for 2025. Andy Orrell seconded. Passed unanimously 4-0. Andy Orrell made a motion to accept the Hardware & Website contract for \$3,400 for 2024, \$3,400 for 2025 & \$3,400 for 2026. Tim Alexander seconded. Passed unanimously 4-0. Alton Lohberger made a motion to accept the Mass Appraisal Software Contract for \$19,900 for 2024, \$19,900 for 2025 & \$19,900 for 2026. Tim Alexander seconded. Passed unanimously 4-0. Andy Orrell made a motion to accept the Data Cloud Field Appraisal & Software Contract for \$22,450 for 2023, \$6,000 for 2024, \$6,000 for 2025 & \$6,000 for 2026. Alton Lohberger seconded. Passed unanimously 4-0 Tim Alexander made a motion to make a line-item adjustment to the 2023 Budget, from Legal to Contract Services, in the amount of \$34,950. Andy Orrell seconded. Passed unanimously 4-0.
9. Discussion was held on the building lease, which comes up for renewal December 31, 2024. Pam advised the Board that a 60-day notice must be given prior to renew or vacate. No motion.
10. Discussion was held on the 2024 Proposed Budget. Tim Alexander made a motion to adopt the 2024 Proposed Budget, giving Rachael Bartlett and Alice Bentley, Licensed Appraisers, a 5.5% and Pam Scates, Chief Appraiser, a 3% salary increase. The final proposed Budget for 2024 would be \$799,312 as proposed. Alton Lohberger seconded. Passed unanimously. 4-0
11. Chief Appraisers report on District Operations:
 - A. Pam presented the Board with the 2023 MASS Appraisal Report. Alton Lohberger made a motion to accept the 2023 MASS Appraisal Report. Andy Orrell seconded. Passed unanimously. 4-0
12. Future agenda item to be added: Re-visit the building lease and/or purchase discussion.
13. The next meeting is set for December 6, 2023 at 8:30 a.m.
14. The meeting was adjourned at 11:55 a.m. after a motion by Alton Lohberger and seconded by Andy Orrell. Passed unanimously 4-0.

Board Approval

Date