

Minutes
Dawson County Board of Tax Assessors
Tuesday, January 10, 2023

The Board of Tax Assessors met on Tuesday, January 10, 2023, at 8:30 a.m. with the following persons present:

Jo Ann Hause, Chairperson
Tom Camp, Vice-Chair
Sam Guthrie, Member
Roxanne Howard, Member
Jim Perdue, Member
Elaine Garrett, Chief Appraiser
Travis Kanehl, Secretary

Chairperson Perdue called the meeting to order.

Chairperson Perdue called for the election of Chairperson and Vice Chairperson.

- Mr. Guthrie made the motion elect Jo Ann Hause as Chairperson, seconded by Ms. Howard. All members voted unanimously for approval
- Mr. Guthrie made the motion to elect Tom Camp as Vice Chairperson, seconded by Ms. Howard. All members voted unanimously for approval.

Chairperson Hause called for the appointment for the Secretary of the Board of Assessors.

- Mr. Guthrie made the motion to appoint Travis Kanehl as the Secretary of the Board, Mr. Camp seconded the motion. All members voted unanimously for approval.

Chairperson Hause called for the approval of the December 6, 2022 meeting minutes. (Document #1)

- Mr. Guthrie made the motion to approve the December 6, 2022 meeting minutes, seconded by Mr. Camp. All members voted unanimously for approval.

Chairperson Hause called for the digest changes. (Document #2)

- Ms. Garrett presented the board with digest changes for December 2022. Ms. Howard made the motion to approve all digest changes for December 2022, seconded by Mr. Guthrie. All members voted unanimously for approval.

The performance report for December 2022 was presented. (Document #3)

Chairperson Hause called for an appeal update.

- Ms. Garrett stated that the office only has 5 Motor Vehicle Appeals pending.

Chairperson Hause called for old business:

- None presented

Chairperson Hause called for New Business:

- Ms. Garrett presented the board with the new 2023 Policy and Procedure manual for the office. Mr. Perdue made the motion to approve the Policy and Procedure Manual, seconded by Mr. Camp. All members voted unanimously for approval. (Document #4)
- Ms. Garrett introduced the new Administrative Specialist, Abby Sanders to the BOA.

Mr. Perdue made the motion to adjourn the meeting, seconded by Mr. Camp. All members voted unanimously for approval.

Mr. Perdue made the motion to enter into executive session, seconded by Ms. Howard. All members voted unanimously for approval

Mr. Camp made to motion to adjourn executive session, seconded by Mr. Perdue. All members voted unanimously for approval.

Mr. Perdue made the motion to adjourn the meeting, Seconded by Mr. Guthrie. All members voted unanimously for approval

Respectfully Submitted,
Elaine Garrett, Chief Appraiser

Members: _____

