

May 10, 2017

The 2016 Lee County Value Adjustment Board (VAB) Final Meeting was held on this date with the following members present:

BOARD OF COUNTY COMMISSIONERS

Franklin B. Mann

LEE COUNTY SCHOOL BOARD

Pamela LaRiviere

CITIZEN MEMBERS

Charles Gutekunst, School Board Appointee

Lee County Commissioner John Manning, School Board Member Steven Teuber, and BoCC appointed Citizen Member Randal Zavada were absent for the entire meeting.

CALL TO ORDER

VAB Counsel Holly Cosby called the meeting to order at 10:00 a.m.

VERIFICATION OF QUORUM & FILING OF THE AFFIDAVIT OF PUBLICATION

VAB Counsel Holly Cosby confirmed that the legal quorum requirements had been met; and approved, as to legal form and sufficiency, the [Affidavit of Publication](#).

APPOINTMENT OF CHAIRMAN AND VICE-CHAIR

Commissioner Mann motioned for Commissioner Manning to serve as Chairman and Mr. Gutekunst seconded, called and carried. Commissioner Mann was appointed as Vice-Chairman.

REQUIRED PRELIMINARY ITEMS - (VAB Clerk Designee & VAB Counsel)

A. Introduction of VAB Members, VAB Counsel, and Clerk's Designee – [Exhibit RPI-A](#)

VAB Counsel Holly Cosby introduced the members of the Board present at the meeting. The Clerk's designees introduced themselves.

B. Documents required to be made available to the public - [Exhibit RPI-B](#)

VAB Counsel Holly Cosby indicated that the required documents were available at the meeting and also online on the Clerk's website.

C. Updated Organizational Meeting/Pre-Hearing Checklist/Affidavit - [Exhibit RPI-C](#)

VAB Counsel Cosby noted that the completed checklist was included in the full agenda packet.

AGENDA RECAP

There was no Agenda Recap

PUBLIC COMMENT ON MANDATORY ITEMS AGENDA AND CONSENT AGENDA

The Vice-Chair called for public comment; and no one came forward to speak.

[MANDATORY ITEMS AGENDA](#)

MI-1 ACTION REQUESTED/PURPOSE

Approve revisions to local VAB form(s) as presented

- a. SM Services Invoice and Instructions
 - a. **Form SMS-13-I** – SM Invoice Instructions- Exhibit MI-1a
 - b. **Form SMS-13** – SM Services Invoice - Approval needed for new template format- Exhibit MI-1b
- b. Vote for the appointing of a VAB Designee for approving SM hours above 2X hearing time
- c. **Addendum to SM Contract**- Added for 2016 Special Magistrate contract re: public records- **Exhibit MI-1c**
- d. **Special Magistrate Agreement** – Incorporating Public Record (Section 10) and clarification to Section 2.2- Exhibit MI-1d
- e. **Form ASP**- revision to Affidavit of Sworn Party for Telephonic Hearings- **Exhibit MI-1e**
- f. **Form ASW**- revision to Affidavit of Sworn Witness Telephonic Hearings- **Exhibit MI-1f**
- g. **SM Application**- VAB Administration changed submission address to be infovab@leeclerk.org- Exhibit **MI-1g**
- h. **SM Termination Letters** for Special Magistrates Dube and Peltier- **Exhibit MI-1h**
- i. **Form RES** – revision to Request to Reschedule at Hearing- **Exhibit MI-1i**

Mrs. LaRiviere moved approval of the Mandatory Agenda items, seconded by Mr. Gutekunst, called and carried.

MI-2 ACTION REQUESTED/PURPOSE

Approve recommendations as provided by VAB Special Magistrates – Exhibit MI-2

Mrs. LaRiviere moved approval of the Mandatory Agenda items, seconded by Mr. Gutekunst, called and carried.

MI-3 ACTION REQUESTED/PURPOSE

Authorize the Chair or Vice-Chair to sign Forms DR-488, 2015 Certifications of the Value Adjustment Board

- a. Real Property - Exhibit MI-3a
- b. Tangible Personal Property - Exhibit MI-3b

Mrs. LaRiviere moved approval of the Mandatory Agenda items, seconded by Mr. Gutekunst, called and carried.

MI-4 ACTION REQUESTED/PURPOSE

Accept Form DR-529 – 2016 Tax Impact of the Value Adjustment Board – Exhibit MI-4

Mrs. LaRiviere moved approval of the Mandatory Agenda items, seconded by Mr. Gutekunst, called and carried.

CONSENT AGENDA

(CA – VAB Administration; CC – VAB Counsel)

VAB Members' Information/Discussion Items

No Consent Agenda Items were pulled for discussion by the Board.

VAB Administration Consent Items

CA-1 ACTION REQUESTED/PURPOSE

Approve the Minutes of the 2016 VAB Organizational Meeting of June 15, 2016 - Exhibit CA-1

Mrs. LaRiviere moved approval of the Mandatory Agenda items, seconded by Mr. Gutekunst, called and carried.

CA-2 ACTION REQUESTED/PURPOSE

Review and accept 2016-17 Preliminary Final Income/Expense Report and Funding Request – Exhibit CA-2

Mrs. LaRiviere moved approval of the Mandatory Agenda items, seconded by Mr. Gutekunst, called and carried.

VAB Counsel

VAB Counsel Holly Cosby had no Consent Agenda items to present.

INFORMATION/DISCUSSION AGENDA

VAB Members' Information/Discussion Items

The VAB Members had no Information/Discussion Agenda items to discuss.

VAB Administration Information/Discussion Items

- (D) Proposal of 100% Funding Request @ Organizational Meeting
- (D) Mention of Organizational Meeting in June
- (D) Advise of verbatim issues with Petition 2016-00563- failed audios/steps to correct

IA-1 VAB Clerk Report on 2016 VAB Petitions - Exhibit IA-1

IA-2 Analysis of Grant/Deny Recommendations by Special Magistrates - Exhibit IA-2

IA-3 VAB Clerk Report on 2016 Local/Out-of-County Special Magistrates – Exhibit IA-3

IA-4 Advise VAB of Special Magistrate Solicitation Advertisement – Exhibit IA-4

IA-5 Funding Request Forms- Advise of Template Revisions only – Exhibit IA-5

Mrs. Gabrick stated that these were the usual statistical reports and offered to answer any questions.

VAB Counsel Information/Discussion Items

No Items to Present

Legislative Update

No items to Present

Commissioner Mann adjourned the meeting at 10:25 a.m.

ATTEST:
LINDA DOGGETT, CLERK

Deputy Clerk

Chairman, Lee County Value Adjustment Board