

**Value Adjustment Board Meeting
Gadsden County, FL
County Commission Chambers
9 East Jefferson Street
Quincy, FL 32351
September 14, 2020
3:00 p.m.**

Present: Gene Morgan – County Commissioner, District 3 – Via Phone
Steve Scott, School Board Member, District 2
Gay Steffen, Homestead Representative
Bradley Munroe – VAB Attorney
Marcella Blocker – Clerk’s Designee at VAB, Deputy Clerk
Beth Bruner – Deputy Clerk

1. **Call to Order**
At 3:12 p.m. Marcella Blocker, Clerk’s Designee, called the meeting to order and listed the attendees.
2. **Nominations and Election of Chairman to Value Adjustment Board (VAB)**
STEVE SCOTT NOMINATED GENE MORGAN AS CHAIR OF THE BOARD AND GAY STEFFEN MADE THE SECOND.
COMMISSIONER GENE MORGAN WAS APPOINTED AS CHAIR.
3. **Introduction of Board Members**
Introduction of the Board Members was done by Marcella Blocker.
4. **Ratification of Bradley Munroe as VAB Legal Counsel**
STEVE SCOTT MADE A MOTION TO APPOINT BRADLEY MUNROE AS LEGAL COUNSEL AND GAY STEFFEN MADE THE SECOND. THE BOARD VOTED 3-0 BY VOICE VOTE AND BRADLEY MONROE WAS APPOINTED AS VAB LEGAL COUNSEL.
5. **Introduction of Clerk’s Designee to Act as Clerk to VAB**
Marcella Blocker introduced herself as the Clerk’s Designee and stated she had been the Designee since 2012.
6. **Rules of Uniform Procedure – Instructions from VAB Attorney**
Mr. Munroe stated everyone had the rules and gave a brief description of some. He said the VAB was not here to appraise the property but to make sure the Property Appraiser had done so in a proper manner, following the law and the criteria. In certain instances, the VAB could send the appraisal back to him for a re-appraisal or the VAB could determine the value themselves, but it was rare. He said there was criteria a Property Appraiser had to look at and not all property fit in that category and he listed the 8 factors for just valuation. He said if the process was contested at the hearing, the Property Appraiser would present his side of the case first and then the party side would present their side. If the Property Appraiser proved his case, it should not be reversed. The party could appeal to the Circuit Court.

Commissioner Gene Morgan asked if there were questions and there were none.

Mr. Munroe directed the VAB to have no communication with anyone regarding any of the property.

7. **Rule Chapter 12-D-9; FAC**

- Chair to announce that the Uniform Rules of Procedure are readily available on the Clerk's website.
- Announce that any and all forms needed to participate in the hearing can also be found at the Clerk's website.

Commissioner Gene Morgan explained the information above.

8. **Florida's Government in the Sunshine Law**

- VAB meetings are subject to the Florida Sunshine Law.
- Copy of the book is in the room.
- A copy of the book may be obtained from First Amendment Foundation at 336 E. College Ave. Suite 300, Tallahassee, FL 32301 or by calling 850-222-3518.

The book is available for review in the Clerk's Office, Office of the County Administrator as well as the Public Library.

Commissioner Gene Morgan reminded the VAB that the meetings were subject to the Florida Sunshine laws.

9. **Discussion of Local Administrative Issues**

- VAB Training is available on the DOR Website.
- Members need to become Certified and turn in certificate to Clerk for the record at the Organizational Meeting.

Marcella Blocker said she had received Genes certificate and Steve Scott and Gay Steffen were working on theirs. She said if there was a hearing on October 5, 2020, the certificate would have to be in by then.

Gay Steffen asked for the link and Marcella Blocker said it was on the Clerk's website, on the right-hand side, it said Value Adjustment Board, and she could follow the link to the Florida Department of Revenue and it would take her to the Value Adjustment Blackboard.

Commissioner Gene Morgan asked Marcella Blocker to send the step-by-step instructions to Gay Steffen, Steve Scott and Frederica Young. Marcella Blocker stated Ms. Young had already found the link but she would send it to the others.

10. **Adoption and Ratification of the Filing Fee of \$15.00
STEVE SCOTT MADE A MOTION TO ADOPT THE FILING FEE OF \$15.00 AND GAY STEFFEN MADE THE SECOND. THE BOARD VOTED 3-0 BY VOICE VOTE TO APPROVE THE FILING FEE.**

11. **Public Comments**

None

12. **VAB Hearing Dates – October 5, 2020 starting at 9:00 a.m. If there was any need to be rescheduled, it would be on October 6, 2020.**

Marcella Blocker said there were a total of 14 petitions received and filed. She said 5 had settled and 1 of the 14 did not send a filing fee with the petition. She said she called the party and gave them a hearing date with the promise that the filing fee would be overnighted to her, but had still not receive the filing fee. She further stated when she sent the party the Notice of Hearing, she told them the petition was not considered complete without the filing fee. The hearing may go away by a settlement with the Property Appraiser.

Commissioner Gene Morgan asked if the case was not settled and they paid the filing fee before the deadline, would it be eligible for the board to hear.

Mr. Munroe said he thought so. He stated it was just incomplete as of this meeting and that had been allowed in the past.

Marcella Blocker said she had received 2 late petitions that were not included in the total and were not filed. She said she was still holding the checks. She further stated Robert from the Property Appraiser's Office had been in touch with the property owner and had reached a settlement and they withdrew their petitions. She asked the Board and Mr. Munroe if she should return the checks to the petitioner since it was a late filing.

Mr. Munroe said to return the checks.

Commissioner Gene Morgan asked if there were 8 petitioners left.

Marcella Blocker answered yes.

Commissioner Gene Morgan said the first hearing date was set for October 5, 2020 at 9:00 a.m. and if there was a need for another hearing it would be October 6, 2020.

Marcella Blocker stated there were three scheduled for October 6 and they were the three that went away. She said the 9:00 a.m. hearing settled and the first hearing would be at 9:30 a.m. October 5, 2020.

Commissioner Gene Morgan asked if there were any more questions and none were had.

13. **Meeting closed at 3:30 p.m. and would reconvene on October 5, 2020 at 9:30 a.m.**