

MINUTES OF THE CRANE COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS

The Board of Directors of the Crane Co. Appraisal District met on Wednesday, December 07, 2022 at 1:30 p.m. in the workroom of the School Administration Building at 511 W. 8th St. Crane, TX.

Those attending were Gena Norvell – Chairman, Emily Barton – Secretary/Treasurer, Judy Crumrine, Wanda Coburn & David Whitaker - members. Others present were Shane Marsh of Pritchard & Abbott, Byron Bitner - Chief Appraiser and Kelly Lee of the Appraisal District.

1. Gena Norvell called the meeting to order at 1:34 p.m.
2. Judy Crumrine made the motion to approve the minutes from the November 16, 2022 meeting. Second by David Whitaker. Motion carried unanimously.
3. Emily Barton then presented the Treasurer's Report with a checking account balance of \$129,721.68. Judy Crumrine made the motion to approve the Treasurer's Report as presented. Second by David Whitaker. Motion carried unanimously.
4. The Board of Directors then reviewed all bill payments since the November 16, 2022 meeting. Emily Barton made the motion to approve all bill payments as presented. Second by Judy Crumrine. Motion carried unanimously.
5. Byron Bitner then discussed with the Board the changes that needed to be made to the 2022 budget. (See the attached list of Line-Item Shifts) After some discussion, Judy Crumrine made the motion to approve the line item shifts as presented and to pay for any shortfall from the undesignated fund balance if necessary. Second by Emily Barton. Motion carried unanimously.
6. Byron Bitner then presented the Crane County Appraisal District's Public Funds Investment Policy per Texas Government Code Chapter 2256. David Whitaker made the motion to approve the Crane County Appraisal District's Public Funds Investment Policy as presented. Second by Emily Barton. Motion carried unanimously.
7. Shane Marsh with Pritchard & Abbott then presented the MIUP Appraisal Services contract for 2023. After some discussion Emily

Barton made the motion to approve a 1-year contract for MIUP Appraisal Services for 2023. Second by Judy Crumrine. Motion carried unanimously.

8. The Board members then turned in their completed Chief Appraiser Evaluation forms.
9. Byron Bitner then presented to the Board a list of Appraisal Roll changes from the previous quarter for their review.
10. There were no public comments.
11. Judy Crumrine made the motion to adjourn the meeting at 2:44 p.m. Second by David Whitaker. Motion carried unanimously.

Chairman/Vice Chairman

Secretary/Treasurer

LINE-ITEM SHIFTS FOR 2022 BUDGET

**MOVE \$225 FROM ARB TO APPRAISAL
DISTRICT EXPENSE**

**MOVE \$92 FROM CHIEF APPRAISER SERVICES
TO APPRAISAL DISTRICT EXPENSE**

**MOVE \$500 FROM CRANE ISD RENT TO
APPRAISAL DISTRICT EXPENSE**

**MOVE \$432 FROM POSTAGE TO APPRAISAL
DISTRICT EXPENSE**

**MOVE \$305 FROM OTHER PROFESSIONAL
SERVICES TO APPRAISAL DISTRICT EXPENSE**

**MOVE \$92 FROM MAPPING, T-N-T WEBSITES
TO APPRAISAL DISTRICT EXPENSE**

**MOVE \$140 FROM PUBLICATIONS TO
SUPPLIES**

**MOVE \$104 FROM PUBLICATIONS TO
EVALUATIONS SERVICES**

**MOVE \$254 FROM INSURANCE TO
EVALUATION SERVICES**

**MOVE \$45 FROM EMPLOYEE FEES & DUES TO
EVALUATION SERVICES**

INITIAL AMOUNT NEEDED IS \$1,900

**MOVE \$1,700 FROM FUND BALANCE TO
EVALUATION SERVICES**

**MOVE \$200 FROM FUND BALANCE TO LEGAL
SERVICES**

CRANE COUNTY APPRAISAL DISTRICT

ADJUSTED

ADOPTED: _____	Current Budget 2021	Proposed Budget 2022
<u>PURCHASED & CONTRACTED SERVICES</u>		
Legal Services	600	1,000
Audit Services	4,200	4,500
Evaluation Services (Mineral & RE Contracts, Computer Software Contract)	205,340	203,363
Mapping & Truth-In-Taxation Websites, On-line Protest	--0--	8,408
ARB & Arbitration	1,800	1,575
Other Professional Services	500	795
Appraisal District Employees	68,335	83,646
Chief Appraiser Services	65,895	66,973
TOTAL	346,670	370,260
<u>SUPPLIES & PUBLICATIONS</u>		
Supplies	3,000	3,140
Publications	1,000	756
Postage	6,000	5,568
TOTAL	10,000	9,464
<u>OTHER OPERATING EXPENSES</u>		
Office & Equipment Rental (to Crane ISD)	12,000	12,000
Insurance	6,500	6,246
Fees/Dues App. District Employees	1,000	1,205
TOTAL	19,500	19,451
GRAND TOTAL	376,170	399,175

ESTIMATED 2022 BUDGET ALLOCATION

Crane ISD-----	173,240
Crane County-----	125,100
Crane Hospital-----	50,455
Crane County Water District-----	45,070
City of Crane-----	5,310
TOTAL	399,175