

**VALUE ADJUSTMENT BOARD  
MEETING MINUTES**

**Bradford County Courthouse – Commission Chambers  
945 N. Temple Avenue  
Starke, FL 32091  
Organizational Meeting  
August 31, 2021  
Meeting Time 9:30 A.M.**

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**PRESENT:** County Commissioner Kenny Thompson, District 2  
County Commissioner Danny Riddick, District 4  
School Board Member Cheryl Canova, District 3  
County Commission Citizen Member Mike Juliano

**NOT PRESENT:** School Board Citizen Member Mike Prescott

**ALSO PRESENT:** Deputy Clerk Marlene Stafford; Chief Deputy Clerk Rachel Rhoden; VAB Attorney Paul Sanders; Property Appraiser Kenny Clark; Deputy Property Appraiser Shelly Bowen; and Property Appraiser Staff Kimberly Duncan.

1. **CALL TO ORDER** - Chairman Thompson called the meeting to order at 9:31 a.m.
2. **CONSIDER APPROVAL OF AGREEMENT FOR LEGAL SERVICES WITH PAUL SANDERS, P.A. (HOURLY RATE \$175 PER HOUR – NO INCREASE FROM LAST YEAR) – VAB CLERK MARLENE STAFFORD.**

**MOTION TO:** APPROVE THE AGREEMENT FOR THE \$175.00 RATE.

**MOVED BY:** Danny Riddick

**SECONDED BY:** Mike Juliano

**DISCUSSION:** No discussion.

**THE MOTION CARRIED:** 4/0

**3. BOARD ORGANIZATION – VAB CLERK MARLENE STAFFORD**

- A. **ELECT CHAIRMAN (PURSUANT TO F.S. 194.015, THE CHAIRMAN MUST BE A COUNTY COMMISSIONER. COUNTY COMMISSIONER VAB MEMBERS: KENNY THOMPSON AND DANNY RIDDICK)**

**MOTION TO NOMINATE:** Danny Riddick

**MOVED BY:** Mike Juliano

**SECONDED BY:** Cheryl Canova

**DISCUSSION:** No discussion.

**THE MOTION CARRIED:** 4/0 (There were no other nominations).

**B. ELECT VICE-CHAIRMAN (ALSO MUST BE A COUNTY COMMISSIONER.)**

**MOTION TO NOMINATE:** Kenny Thompson

**MOVED BY:** Cheryl Canova

**SECONDED BY:** Mike Juliano

**DISCUSSION:** No discussion.

**THE MOTION CARRIED:** 4/0 (There were no other nominations).

**4. INTRODUCTION OF BOARD MEMBERS – VAB CLERK MARLENE STAFFORD**

**A. COUNTY COMMISSIONER KENNY THOMPSON, DISTRICT 2**

**B. COUNTY COMMISSIONER DANNY RIDDICK, DISTRICT 4**

**C. SCHOOL BOARD MEMBER CHERYL CANOVA, DISTRICT 3**

**D. COUNTY COMMISSION CITIZEN MEMBER MIKE JULIANO**

**E. SCHOOL BOARD CITIZEN MEMBER MIKE PRESCOTT (Not Present)**

Contact information available to the public and was included in the VAB Board member's agenda packets. No public present, no introductions necessary.

**5. INTRODUCTION OF BOARD CLERK DESIGNEE – VAB CHAIRMAN THOMPSON**

**A. MARLENE STAFFORD, DEPUTY CLERK**

**B. RACHEL RHODEN, DEPUTY CLERK**

Contact information was available to the public and was included in the VAB Board member's agenda packets. No public present, no introductions necessary.

**6. ANNOUNCE AVAILABILITY OF DEPARTMENT RULES AND RELATED DOCUMENTATION - VAB CLERK MARLENE STAFFORD.**

Information was made available on the county website at: [www.bradfordcountyfl.gov/vab](http://www.bradfordcountyfl.gov/vab). No public present.

**7. CONSIDER ADOPTION OF RESOLUTION RATIFYING \$15.00 FILING FEE—VAB CLERK MARLENE STAFFORD.**

**MOTION TO:** ADOPT THE RESOLUTION RATIFYING THE \$15.00 PETITION FILING FEE.

**MOVED BY:** Mike Juliano

**SECONDED BY:** Vice Chair Thompson

**DISCUSSION:** No discussions.

**THE MOTION CARRIED:** 4/0

**8. AUTHORIZE THE CHAIRMAN TO EXECUTE THE FOLLOWING FORMS ON BEHALF OF THE VAB IN ORDER TO FULFILL PROCEDURAL REQUIREMENTS - VAB LEGAL COUNSEL PAUL SANDERS.**

- A. FINAL DECISIONS OF THE VAB TO INCLUDE FINDINGS OF FACT AND CONCLUSIONS OF LAW (DR-485V & DR-485XC)**
- B. CERTIFICATIONS OF THE VALUE ADJUSTMENT BOARD (DR-488P & DR-488)**

**MOTION TO:** AUTHORIZE THE CHAIRMAN TO EXECUTE THE FINAL DECISIONS AND CERTIFICATIONS ON BEHALF OF THE VAB.

**MOVED BY:** Mike Juliano

**SECONDED BY:** Cheryl Canova

**DISCUSSION:** No discussion.

**THE MOTION CARRIED:** 4/0

**9. GOOD CAUSE DETERMINATIONS FOR REQUESTS FOR HEARING RESCHEDULES – VAB LEGAL COUNSEL PAUL SANDERS.**

- A. RESCHEDULE FOR GOOD CAUSE--APPOINT DESIGNEE FOR GOOD CAUSE DETERMINATION**

**MOTION TO:** DESIGNATE VAB LEGAL COUNSEL, IN CONJUNCTION WITH THE VAB CLERK TO MAKE “GOOD CAUSE” DETERMINATIONS.

**MOVED BY:** Cheryl Canova

**SECONDED BY:** Mike Juliano

**DISCUSSION:** No discussion.

**THE MOTION CARRIED:** 4/0

**10. GENERAL DISCUSSION—VAB LEGAL COUNSEL PAUL SANDERS.**

Mr. Sanders provided information on the VAB petition and hearing process.

**11. DISCUSS GENERAL INFORMATION ON--VAB LEGAL COUNSEL PAUL SANDERS**

Mr. Sanders provided information on the following items:

- A. FLORIDA'S PROPERTY TAX SYSTEM (CHAPTERS 12D-1 THROUGH 12D-51 AND CHAPTER 12-9 F.A.C. AND F.S. 192)**
- B. ROLES OF PARTICIPANTS IN THE SYSTEM (CHAPTER 12D-9 F.A.C.)**
- C. HOW TAXPAYERS CAN PARTICIPATE IN THE SYSTEM (TAXPAYER GUIDE--AVAILABLE ON BOTH THE CLERK AND DEPARTMENT'S WEBSITE.)**
- D. PROPERTY TAXPAYER RIGHTS (12D-9.001 F.A.C. AND F.S. 192.0105)**
- E. 2021 STATUTORY AMENDMENTS/REVISIONS**

**F. EX PARTE COMMUNICATION**

**DISCUSSIONS:** No discussions.

**12. PROPERTY APPRAISER COMMENTS—KENNY CLARK**

Mr. Clark introduced his staff that will assist during the petition and hearing process. He explained his office procedures of handling petitions with a goal of avoiding hearings if at all possible.

**13. ANNOUNCE TENTATIVE SCHEDULE—VAB CLERK MARLENE STAFFORD**

- A. THE NUMBER OF PETITIONS FILED AS OF AUGUST 31, 2021 – Zero (0).**
- B. HEARING DATES: THURSDAY, OCTOBER 7, 2021 AT 9:30 A.M. AND RESCHEDULE FOR GOOD CAUSE DATE OF THURSDAY, NOVEMBER 4, 2021 AT 9:30 A.M.**
- C. THE POSSIBILITY OF RESCHEDULING.**
- D. THE VAB MUST CONTINUE IN SESSION UNTIL ALL PETITIONS ARE HEARD.**

**14. PUBLIC COMMENTS--VAB CHAIRMAN DANNY RIDDICK**

No public comments.


**15. OTHER BUSINESS—VAB CHAIRMAN DANNY RIDDICK**

- VAB member Mike Juliano announced his unavailability on the reschedule for good cause date of November 4, 2021 at 9:30 A.M.

**16. CHAIRMAN RIDDICK RECESSED THE MEETING UNTIL OCTOBER 7, 2021 AT 9:30 A.M.**

**RECESS:** There being no further business, the meeting recessed at: 10:02 A.M.


Meeting Minutes Prepared by:

  
Rachel Rhoden, VAB Clerk

**VALUE ADJUSTMENT BOARD  
BRADFORD COUNTY, FLORIDA**

  
CHAIRMAN DANIEL "DANNY" RIDDICK

**ATTEST:**

  
CLERK OF COURTS DENNY THOMPSON