



APPROVED

**BOARD OF REVIEW OF REAL ESTATE ASSESSMENTS
CITY OF HAMPTON, VIRGINIA**

- CHAIR:** David E. Richards
VICE-CHAIR: Asa Jenrette, Jr.
SECRETARY: Aimee Hower
MEMBERS: Carl Burt, Julianne Cyr, George C. Moore

**BUSINESS MEETING MINUTES
Friday, May 20, 2022, 8:30 a.m.
Veteran's Conference Room, Ruppert Sargent Building
1 Franklin Street, Hampton Virginia**

BUSINESS MEETING

- I. Call to Order** – The meeting was called to order at 8:30 am by Chairman David Richards
- II. Roll Call – Board Members Present:** David Richards, Asa Jenrette, Jr., Carl Burt, Julianne Cyr, George C. Moore

City Staff Present: Patricia Melochick, Olivia Griebel, Aimee Hower, Jonathan Garner, Tim Drewry, Noble Pearson, Trudy Clatterbaugh, Donald Cole, Drew Connelly, Steve Edwards, Anita Jones, Joe Mahan, Dave Merinar, Michele Packard, Heather Shipe, Graham Shearin, Eric Sullivan, Eric Wynings

- III. Approval of Minutes of Preceding Meeting – June 17, 2021**
The minutes from June 17, 2021 were approved unanimously

IV. New Business

a. Election of Officers

The Chair accepted nominations from the floor. The Board unanimously elected a slate of new officers for the 2022 year as follows: Chairman David Richards, Vice-Chairman Asa Jenrette, Jr., Secretary Aimee Hower

b. City Council Commitment to Excellence

Patricia Melochick, Sr. Deputy City Attorney, reviewed the City Council's *Commitment to Excellence*. After the review, each Board member executed the applicable Acknowledgement, to be delivered by Ms. Melochick to the City's Clerk of Council.

c. By-Laws Discussion

Patricia Melochick, Sr. Deputy City Attorney, presented the current and revised Board By-Laws for review.

d. Vote on Revised By-Laws

The revised By-Laws were voted on and approved by the Board unanimously.

e. Hearing Protocols (staff discussion)

Patricia Melochick, Sr. Deputy City Attorney, presented the City Code, City Charter, procedures related to a hearing, closed session, the recusal process, and other operating procedures of the Board.

Olivia Griebel, Interim City Assessor, discussed hearing dates, scheduling, and general information pertaining to the hearings.

V. Adjournment – The meeting was adjourned at 9:27 am

VI. Educational Training

Present: David Richards, Asa Jenrette, Jr., Julianne Cyr, George C. Moore, Carl Burt, Patricia Melochick, Olivia Griebel, Aimee Hower, Jonathan Garner, Tim Drewry, Noble Pearson, Trudy Clatterbaugh, Donald Cole, Drew Connelly, Steve Edwards, Anita Jones, Joe Mahan, Dave Merinar, Michele Packard, Heather Shipe, Graham Shearin, Eric Sullivan, Eric Wynings

The education session began at 9:30 am with a webinar presented by Terry Born, Department of Taxation. The education session concluded at 12:30 pm.

No hearings or appeals regarding real estate assessments were heard or considered at this Meeting of the Board. Immediately upon adjournment of the Business Meeting, the Board remained together for the purposes of receiving mandatory educational training from the Virginia Department of Taxation. No business was transacted during that educational training.

Office of the Assessor of Real Estate
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