

Knox County Appraisal District
P.O. Box 47 Benjamin, Texas 79505
Phone 940-459-3891

Notice of a Regular Meeting Of
The Knox County Appraisal District Board of Directors

Place: Knox County Appraisal Office
Knox County Courthouse Benjamin, Texas

Time: Tuesday January 21, 2025, at 5:30 p.m.

Official Notice: In Accordance with Gov. Code, Chapter 551, legal notice of the Knox County Appraisal District Board of Directors meeting will be posted at the Knox County Courthouse and Knox County Appraisal Office seventy-two (72) hours prior to the meeting.

* **Note: Considerations do not have to be taken in the order listed.**

AGENDA

1. Call to Order & Roll Call
2. Public Comments

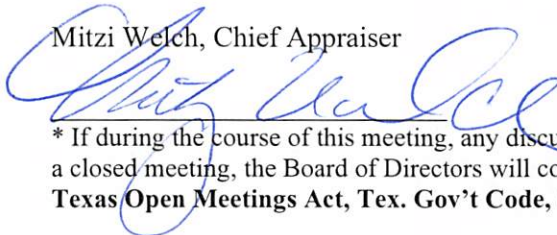
***ACTION ITEMS:**

1. Consideration: Oath of office for KCAD board members
2. Consideration: Statement of office for KCAD board members
3. Consideration: Elect Chairman
4. Consideration: Elect Co-Chairman
5. Consideration: Election of Secretary
6. Consideration: Approve December 10, 2024 Minutes
7. Consideration: Approve January bills and financial reports
8. Consideration: 2024 Budget amendments for Part Time Clerk
9. Consideration: IT Relevant Tec Service on Computers
10. Consideration: BIS Mapping Contract
11. Consideration: Appraisal Review Board members for 2025
12. Consideration: Trust Property Bid(s)
13. Consideration: Policies & Procedure for the operation of the Knox County Appraisal District

INFORMATION ITEMS:

1. Collection Phase
2. Appraising Phase
3. Mailing Rendition

Mitzi Welch, Chief Appraiser



THIS COPY OF POSTING
WAS POSTED ON
JAN 17 DAY OF January 2025
CLERK, KNOX COUNTY, TEXAS
Deputy

* If during the course of this meeting, any discussion of any item on the agenda should be held in a closed meeting, the Board of Directors will conduct a closed meeting in accordance with the Texas Open Meetings Act, Tex. Gov't Code, Chapter 551, and Subchapter D

Knox County Appraisal District
P.O. Box 47
Benjamin, Texas 79505
Phone 940-459-3891

Notice of a Regular Meeting Of
The Knox County Appraisal District Board of Directors

Place: Knox County Appraisal Office
Knox County Courthouse Benjamin, Texas
Time: Tuesday February 11, 2025, at 5:30 p.m.

Official Notice: In Accordance with Gov. Code, Chapter 551, legal notice of the Knox County Appraisal District Board of Directors meeting will be posted at the Knox County Courthouse and Knox County Appraisal Office seventy-two (72) hours prior to the meeting.

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AGENDA

1. Call to Order & Roll Call
2. Public Comments


***ACTION ITEMS:**

1. Consideration: Approve January 21, 2025, minutes
2. Consideration: Approve February bills and financial reports
3. Consideration: Amend Line Items SS & Medicaid for Part-Time help
4. Consideration: Amend BIS Mapping Line Item for Yearly Service
5. Consideration: Amend line items for Internet and Telephone Services
6. Consideration: Amend a Line item for Relevant Tec Services
7. Consideration: Knox City~ O'Brien CISD & Munday CISD Invalid Findings
8. Consideration: Updated Employees Handbook
9. Consideration: Trust Property Bid(s)
10. Consideration: Policies & Procedure for the operation of the Knox County Appraisal District

INFORMATION ITEMS:

1. Percent Collected for Entities
2. Appraising in Progress

Mitzi Welch, Chief Appraiser



THIS COPY OF POSTING
WAS POSTED ON
THE 7 DAY OF February 2025
BY Jeanne Clark DEPUTY
CLERK OF KNOX COUNTY, TEXAS

* If during the course of this meeting, any discussion of any item on the agenda should be held in a closed meeting, the Board of Directors will conduct a closed meeting in accordance with the Texas Open Meetings Act, Tex. Gov't Code, Chapter 551, and Subchapter D

Knox County Appraisal District
P.O. Box 47
Benjamin, Texas 79505
Phone 940-459-3891

Notice of a Regular Meeting Of
The Knox County Appraisal District Board of Directors

Place: Knox County Appraisal Office
Knox County Courthouse Benjamin, Texas
Time: Tuesday April 15, 2025 at 5:30 p.m.

Official Notice: In Accordance with Gov. Code, Chapter 551, legal notice of the Knox County Appraisal District Board of Directors meeting will be posted at the Knox County Courthouse and Knox County Appraisal Office seventy-two (72) hours prior to the meeting.

*** Note: Considerations do not have to be taken in the order listed.**

AGENDA

1. Call to Order & Roll Call
2. Public Comments

***ACTION ITEMS:**

1. Consideration: Approve February 11, 2025, minutes
2. Consideration: Approve March & April bills and financial reports
3. Consideration: 2026 KCAD Budget Split between Collector/Assessor & Appraisal side
3. Consideration: 2026 KCAD Budget workshop
4. Consideration: Part Time position to Full Time position
5. Consideration: Trust Property Bid(s)
6. Consideration: Policies & Procedure for the operation of the Knox County Appraisal District

INFORMATION ITEMS:

1. May Notices
2. Collection Percentage


Mitzi Welch, Chief Appraiser

THIS COPY OF POSTING
WAS POSTED ON
THE 11 DAY OF April 2025

CLERK, KNOX COUNTY, TEXAS
BY  DEPUTY
1025aw

* If during the course of this meeting, any discussion of any item on the agenda should be held in a closed meeting, the Board of Directors will conduct a closed meeting in accordance with the Texas Open Meetings Act, Tex. Gov't Code, Chapter 551, and Subchapter D

Knox County Appraisal District
P.O. Box 47
Benjamin, Texas 79505
Phone 940-459-3891

Notice of a Regular Meeting Of
The Knox County Appraisal District Board of Directors

Place: Knox County Appraisal Office
Knox County Courthouse Benjamin, Texas
Time: Tuesday May 13, 2025, at 5:30 p.m.

Official Notice: In Accordance with the Gov. Code, Chapter 551, legal notice of the Knox County Appraisal District Board of Directors meeting will be posted at the Knox County Courthouse and Knox County Appraisal Office seventy-two (72) hours prior to the meeting.

*** Note: Considerations do not have to be taken in the order listed.**

AGENDA

1. Call to Order & Roll Call
2. Public Comments

***ACTION ITEMS:**

1. Consideration: Approve April 15, 2025, Minutes
2. Consideration: Approve May bills and financial reports
3. Consideration: Eagle View Aerial Program/ Kevin Beers
4. Consideration: Pritchard & Abbott Contract 2026,2027, & 2028
5. Consideration: BIS Consultants 2026 Yearly Service
6. Consideration: Southwest Data contract for Website / Database
7. Consideration: Wind Turbine Values
8. Consideration: Value Increase on Lots
9. Consideration: 2026 KCAD Budget Split Collector/Assessor & Appraisal
10. Consideration Trust Property Bid(s)
11. Consideration: Policies & Procedure for the operation of the Knox County Appraisal District

INFORMATION ITEMS:

ARB meeting 3-14-2025
2025 Notices
RTC registration on Carranza & Zeissel

THIS COPY OF POSTING
WAS POSTED ON
THE 9 DAY OF May 2025

CLERK, KNOX COUNTY, TEXAS
BY [Signature] DEPUTY

4:20 pm

Mitzi Welch, Chief Appraiser

[Signature]

* If during this meeting, any discussion of any item on the agenda should be held in a closed meeting, the Board of Directors will conduct a closed meeting in accordance with the **Texas Open Meetings Act, Tex. Gov't Code, Chapter 551, and Subchapter D**

Knox County Appraisal District
P.O. Box 47
Benjamin, Texas 79505
Phone 940-459-3891

Notice of a Regular Meeting Of
The Knox County Appraisal District Board of Directors

Place: Knox County Appraisal Office
Knox County Courthouse Benjamin, Texas

Time: Thursday June 12, 2025, at 5:30 p.m.

Official Notice: In Accordance with the Gov. Code, Chapter 551, legal notice of the Knox County Appraisal District Board of Directors meeting will be posted at the Knox County Courthouse and Knox County Appraisal Office seventy-two (72) hours prior to the meeting.

*** Note: Considerations do not have to be taken in the order listed.**

AGENDA

1. Call to Order & Roll Call
2. Public Comments

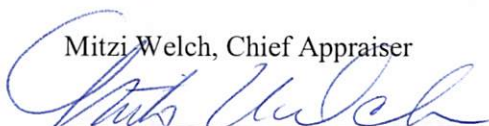
***ACTION ITEMS:**

1. Consideration: Approve April 15, 2025, Minutes
2. Consideration: Approve May and June bills and financial reports
3. Consideration: Pritchard & Abbott Contract 2026,2027, & 2028
4. Consideration: BIS Consultants 2026 Yearly Service
5. Consideration: Southwest Data contract for Website / Database
6. Consideration: Wind Turbine Values
7. Consideration: Value Increase on Lots
8. Consideration: Approve the 2026 KCAD Budget Split Collector/Assessor & Appraisal
9. Consideration Trust Property Bid(s)
10. Consideration: Policies & Procedure for the operation of the Knox County Appraisal District

INFORMATION ITEMS:

ARB meeting June 11 & June 24th 2025 -----Second Date for MUIP July 14, 2025
2025 Notices
RTC registration on Carranza & Zeissel

Mitzi Welch, Chief Appraiser



* If during this meeting, any discussion of any item on the agenda should be held in a closed meeting, the Board of Directors will conduct a closed meeting in accordance with the Texas Open Meetings Act, Tex. Gov't Code, Chapter 551, and Subchapter D

*Cancelled
Not a quorum*

THIS COPY OF POSTING
WAS POSTED ON

THE 14 DAY OF June 2025

CLERK, KNOX COUNTY, TEXAS

BY [Signature] DEPUTY
354m

Knox County Appraisal District
P.O. Box 47
Benjamin, Texas 79505
Phone 940-459-3891

Notice of a Regular Meeting Of
The Knox County Appraisal District Board of Directors

Place: Knox County Appraisal Office
Knox County Courthouse Benjamin, Texas
Time: Monday June 16, 2025, at 9:00 a.m.

Official Notice: In Accordance with the Gov. Code, Chapter 551, legal notice of the Knox County Appraisal District Board of Directors meeting will be posted at the Knox County Courthouse and Knox County Appraisal Office seventy-two (72) hours prior to the meeting.

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AGENDA

1. Call to Order & Roll Call
2. Public Comments

*** ACTION ITEMS:**

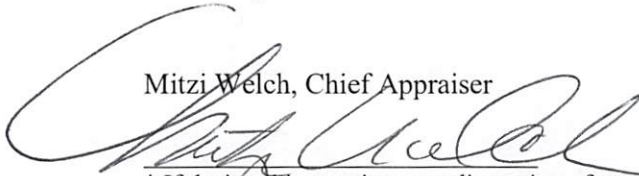
1. Consideration: Approve April 15, 2025, Minutes
2. Consideration: Approve May and June bills and financial reports
3. Consideration: Pritchard & Abbott Contract 2026, 2027, & 2028
4. Consideration: BIS Consultants 2026 Yearly Service
5. Consideration: Southwest Data contract for Website / Database
6. Consideration: Wind Turbine Values
7. Consideration: Approve the 2026 KCAD Budget Split Collector/Assessor & Appraisal
8. Consideration: Trust Property Bid(s)
9. Consideration: Policies & Procedure for the operation of the Knox County Appraisal District

THIS COPY OF POSTING
WAS POSTED ON
THE 12 DAY OF June 2025
BY [Signature] DEPUTY
142pm

INFORMATION ITEMS:

ARB meeting June 11 & June 24th 2025 -----Second Date for MUIP July 14, 2025
Lot Values in Knox County area
RTC registration on Carranza & Zeissel

Mitzi Welch, Chief Appraiser



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Knox County Appraisal District
P.O. Box 47
Benjamin, Texas 79505
Phone 940-459-3891

Notice of a Regular Meeting Of
The Knox County Appraisal District Board of Directors

Place: Knox County Appraisal Office
Knox County Courthouse Benjamin, Texas
Time: July 15th, 2025, at 5:30 p.m.

Official Notice: In Accordance with Gov. Code, Chapter 551, legal notice of the Knox County Appraisal District Board of Directors meeting will be posted at the Knox County Courthouse and Knox County Appraisal Office seventy-two (72) hours prior to the meeting.

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AGENDA

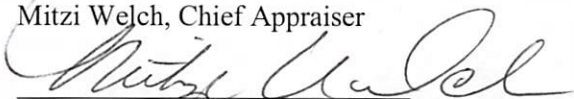
1. Call to Order & Roll Call
2. Public Comments

***ACTION ITEMS:**

1. Consideration: Public Hearing on the 2026 Proposed for the KCAD Budget
2. Consideration: Adjourn

Cancelled
No Quorum

Mitzi Welch, Chief Appraiser



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THIS COPY OF POSTING
WAS POSTED ON
THE 1 DAY OF July 2025
BY [Signature] CLERK, KNOX COUNTY, TEXAS
DEPUTY [Signature]

Knox County Appraisal District
P.O. Box 47
Benjamin, Texas 79505
Phone 940-459-3891

Notice of a Regular Meeting Of
The Knox County Appraisal District Board of Directors

Place: Knox County Appraisal Office
Knox County Courthouse Benjamin, Texas
Time: July 15, 2025 at 5:45 p.m.

Official Notice: In Accordance with Gov. Code, Chapter 551, legal notice of the Knox County Appraisal District Board of Directors meeting will be posted at the Knox County Courthouse and Knox County Appraisal Office seventy-two (72) hours prior to the meeting.

*** Note: Considerations do not have to be taken in the order listed.**

AGENDA

1. Call to Order & Roll Call
2. Public Comments


***ACTION ITEMS:**

1. Consideration: Approve June 16, 2025, Minutes
2. Consideration: Approve July Bills and Financial reports
3. Consideration: Review of the 2026 Budget
4. Consideration: Adoption of 2026 Budget
5. Consideration: Trust Property Bid(s)
6. Consideration: Policies & Procedure for the operation of the Knox County Appraisal District
7. Consideration: Adjourn

INFORMATION ITEMS:

1. Certification of the Values
2. Tax Rate Calculations

Mitzi Welch, Chief Appraiser



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*Cancelled
No Quorum*

THIS COPY OF POSTING
WAS POSTED ON
THE 1 DAY OF July 2025

CLERK, KNOX COUNTY, TEXAS
BY [Signature] DEPUTY
4:31pm

Knox County Appraisal District
P.O. Box 47
Benjamin, Texas 79505
Phone 940-459-3891

Notice of a Regular Meeting Of
The Knox County Appraisal District Board of Directors

Place: Knox County Appraisal Office
Knox County Courthouse Benjamin, Texas
Time: August 12th, 2025, at 5:30 p.m.

Official Notice: In Accordance with Gov. Code, Chapter 551, legal notice of the Knox County Appraisal District Board of Directors meeting will be posted at the Knox County Courthouse and Knox County Appraisal Office seventy-two (72) hours prior to the meeting.

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AGENDA

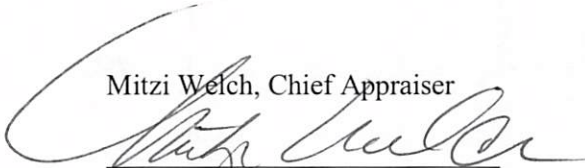
1. Call to Order & Roll Call
2. Public Comments

* **ACTION ITEMS:**

1. Consideration: Public Hearing on the 2026 Proposed for the KCAD Budget
2. Consideration: Adjourn

THIS COPY OF POSTING
WAS POSTED ON
THE 29 DAY OF July 2025
BY [Signature] CLERK, KNOX COUNTY, TEXAS DEPUTY
444 pm

Mitzi Welch, Chief Appraiser



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Knox County Appraisal District
P.O. Box 47
Benjamin, Texas 79505
Phone 940-459-3891

Notice of a Regular Meeting Of
The Knox County Appraisal District Board of Directors

Place: Knox County Appraisal Office
Knox County Courthouse Benjamin, Texas
Time: August 12th, 2025, at 5:45 p.m.

Official Notice: In Accordance with Gov. Code, Chapter 551, legal notice of the Knox County Appraisal District Board of Directors meeting will be posted at the Knox County Courthouse and Knox County Appraisal Office seventy-two (72) hours prior to the meeting.

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AGENDA

1. Call to Order & Roll Call
2. Public Comments

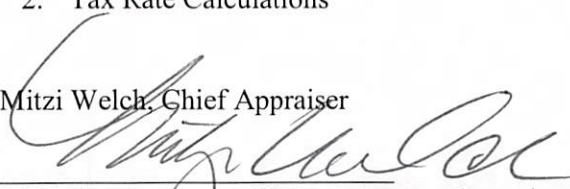
***ACTION ITEMS:**

1. Consideration: Approve June 16, 2025, Minutes
2. Consideration: Approve July & August Bills and Financial reports
3. Consideration: Review of the 2026 Budget
4. Consideration: Adoption of 2026 Budget
5. Consideration: Discuss Building and Lots
6. Consideration: Trust Property Bid(s)
7. Consideration: Policies & Procedure for the operation of the Knox County Appraisal District
8. Consideration: Adjourn

INFORMATION ITEMS:

1. Certification of the Values
2. Tax Rate Calculations

Mitzi Welch, Chief Appraiser


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THIS COPY OF POSTING
WAS POSTED ON
THE 29 DAY OF July 2025
BY [Signature] CLERK, KNOX COUNTY, TEXAS
DEPUTY
444pm

Knox County Appraisal District
P.O. Box 47 Benjamin, Texas 79505
Phone 940-459-3891

Notice of a Regular Meeting Of
The Knox County Appraisal District Board of Directors

Place: Knox County Appraisal Office
Knox County Courthouse Benjamin, Texas
Time: Tuesday September 09, 2025, at 5:30 p.m.

Official Notice: In Accordance with the Gov. Code, Chapter 551, legal notice of the Knox County Appraisal District Board of Directors meeting will be posted at the Knox County Courthouse and Knox County Appraisal Office seventy-two (72) hours prior to the meeting.

* **Note: Considerations do not have to be taken in the order listed.**

AGENDA

1. Call to Order & Roll Call
2. Public Comments

* **ACTION ITEMS:**

1. Consideration: Approve August 12th, 2025, meeting for 5:30pm
2. Consideration: Approve August 12th, 2025, meeting for 5:45pm
3. Consideration: Approve September bills and financial reports
4. Consideration: Gerald Rodgers Audit for 2023
5. Consideration: Trust Property Bid(s)
6. Consideration: Policies & Procedure for the operation of the Knox County Appraisal District

Cancelled
*Pate
Berens
Gardner
& Lindsey
out*

INFORMATION ITEMS:

1. Preparing for the 2025 October Tax Statements

Mitzi Welch, Chief Appraiser



* If during the course of this meeting, any discussion of any item on the agenda should be held in a closed meeting, the Board of Directors will conduct a closed meeting in accordance with the Texas Open Meetings Act, Tex. Gov't Code, Chapter 551, and Subchapter D

THIS COPY OF POSTING
WAS POSTED ON
THE 3 DAY OF Sept 2025
BY Russell CLERK, KNOX COUNTY, TEXAS
DEPUTY 400an

Knox County Appraisal District
P.O. Box 47
Benjamin, Texas 79505
Phone 940-459-3891

Notice of a Regular Meeting Of
The Knox County Appraisal District Board of Directors

Place: Knox County Appraisal Office
Knox County Courthouse Benjamin, Texas
Time: Tuesday October 14th, 2025, at 5:00 p.m.

Official Notice: In Accordance with Gov. Code, Chapter 551, legal notice of the Knox County Appraisal District Board of Directors meeting will be posted at the Knox County Courthouse and Knox County Appraisal Office seventy-two (72) hours prior to the meeting.

*** Note: Considerations do not have to be taken in the order listed.**

AGENDA

1. Call to Order & Roll Call
2. Public Comments

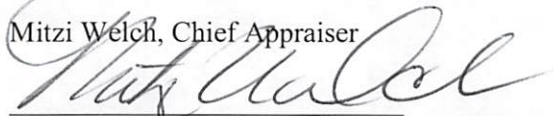
***ACTION ITEMS:**

1. Consideration: Approve August 12th, 2025, Minutes
2. Consideration: Approve September and October bills and financial reports
3. Consideration: Approve letter from Texas Comptroller 2024 School District Property Value Study
4. Consideration: Board of Directors up for election.
5. Consideration: Annual Financial Report for December 2023
6. Consideration: Commitment for Excess Revenues for 2023
7. Consideration: Trust Property Bid(s)
8. Consideration: Policies & Procedure for the operation of the Knox County Appraisal District

INFORMATION ITEMS:

1. Mailing 2025 October Tax Statements

Mitzi Welch, Chief Appraiser



THIS COPY OF POSTING
WAS POSTED ON
THE 10 DAY OF October 2025

CLERK, KNOX COUNTY, TEXAS
BY  DEPUTY


* If during this meeting, any discussion of any item on the agenda should be held in a closed meeting, the Board of Directors will conduct a closed meeting in accordance with the **Texas Open Meetings Act, Tex. Gov't Code, Chapter 551, and Subchapter D**

Knox County Appraisal District
P.O. Box 47
Benjamin, Texas 79505
Phone 940-459-3891

THIS COPY OF POSTING
WAS POSTED ON

THE 2 DAY OF December 2025

BY  CLERK, KNOX COUNTY, TEXAS DEPUTY

Notice of a Regular Meeting Of The Knox County Appraisal District Board of Directors

Place: Knox County Appraisal Office
Knox County Courthouse Benjamin, Texas

Time: Tuesday December 09, 2025, at 5:30 p.m.

Official Notice: In Accordance with Gov. Code, Chapter 551, legal notice of the Knox County Appraisal District Board of Directors meeting will be posted at the Knox County Courthouse and Knox County Appraisal Office seventy-two (72) hours prior to the meeting.

*** Note: Considerations do not have to be taken in the order listed.**

AGENDA

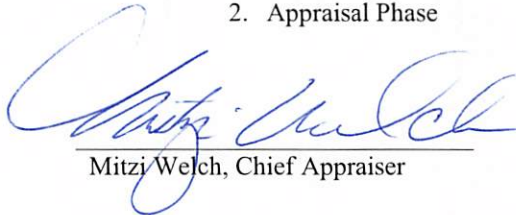
1. Call to Order & Roll Call
2. Public Comments

***ACTION ITEMS:**

1. Consideration: Approve October 14, 2025, minutes
2. Consideration: Approve November & December bills and financial reports
3. Consideration: Yearly Evaluation of Chief Appraiser
4. Consideration: Evaluation on MUIP Appraisals of Pritchard & Abbott
5. Consideration: Evaluation on Southwest Data Software company
6. Consideration: Evaluation on BIS mapping Solutions
7. Consideration: End of Year Budget Amendments
8. Consideration: Trust Property Bid(s)
9. Consideration: Policies & Procedure for the operation of the Knox County Appraisal District

INFORMATION ITEMS:

1. Collection Phase
2. Appraisal Phase


Mitzi Welch, Chief Appraiser

* If during this meeting, any discussion of any item on the agenda should be held in a closed meeting, the Board of Directors will conduct a closed meeting in accordance with the **Texas Open Meetings Act, Tex. Gov't Code, Chapter 551, and Subchapter D**

Minutes of a Called Meeting of the Knox County Appraisal District Board of Directors held on January 21st, 2025, at the Knox County Courthouse, Benjamin, Texas.

A Regular Meeting of the Knox County Appraisal District Board of Directors, Held on Tuesday January 21st, 2025, at 5:30 p.m. at the Knox County Appraisal District, Knox County Courthouse, Benjamin, Texas

- At 5:30 p.m. Chairman Tolson called the meeting to order and a roll call, with the following members present, Todd Thompson, Pate Meinzer, Clint Lewis, Lindsey Walker, and Jeremy Wilson. Absent was Donna Hyatt. Also present was Chief Appraiser Mitzi Welch.
- At 5:30 p.m. Chief Appraiser Mitzi Welch announced that public notice had been given as required by law to Knox County Clerk Lisa Cypert, with return thereon to be filled in the Knox County Appraisal District Office.
- At 5:30 p.m. Chairman Tolson asked if there were any public comments.
There was none.
- At 5:31 p.m. Mitzi Welch brought to the table consideration line items 1,2,3,4 & 5. These consideration were Oath of Office, Statement of Office and re-electing officers. There was no motion needed on these items because the board of directors were not up for election in 2024. The end of 2026 will be the board of directors correct timeline to be reelected. No motion was needed.
- At 5:34 p.m. Chairman Tolson asked for approval of the December 10th, 2024, minutes.
- At 5:34 p.m. Lindsey Walker made the motion to accept the December 10th,2024 minutes.
Seconded by Jeremy Wilson. All voted for the motion
- At 5:35 p.m. Chairman Tolson asked to approve the January financial reports and bills
- At 5:45 p.m. Clint Lewis made a motion to accept the January financial reports and bills.
Seconded by Todd Thompson. All voted for the motion.
- At 5:45 p.m. Chairman Tolson asked if there needed to be an amendment for the part time clerk. Chief Appraiser Welch said that the 2024 year was incorrect on the agenda posted and we could look at this item at the February meeting. No motion needed.
- At 5:46 p.m. Next, Chief Appraiser Welch talked to the directors about the new phone system in the courthouse. In December of 2024 the Judge had changed from Syntrio phone system to Vesta phone system. With the change the former "IT," person Randy Bowers would no longer be servicing the computers, and our individual phone bill was combined with the County's' phone bill to help it make it cheaper for everyone. I wasn't asked if I wanted to change over to this phone system, it was a county level decision by the previous judge, but little did the Judge know the appraisal district office was not included in the "IT Package," that is provided by Relevant Tec. Cost to the appraisal district is \$177.00 a month, which wasn't budgeted in our

2025 budget. Mitzi said, she would put this item on the February meeting to amend. No motion needed

At 5:58 p.m. Chairman Tolson asked about the BIS Mapping services. Chief Appraiser Welch Said, the cost for the service was increasing due to the Taxpayers Appeals Yearly Service, was mandated by the Legislative and the 2025 Budget would have to be amended to cover this cost. No motion needed.

At 6:03 p.m. Chairman Tolson aske the board of directors to consider the current ARB board members for the upcoming year as follows: Brent Vanderpol, Betty Johnston, and Carl Myers.

At 6:15 p.m. Jeremy Wilson made the motion to continue with the Arb members as is, with an additional ARB member as an alternate. Seconded by Pate Meinzer. All voted for the motion.

At 6:20p.m. Chairman Tolson asked if any Trust Property needed to be open. There was none.

At 6:20 p.m. Chief Appraiser Welch spoke on the information items. No motion needed.

At 6:20 p.m. Lindsey Walker made a motion to Adjourn. Seconded by Pate Meinzer. All voted for the motion.

Approved, this _____ day of _____, A.D., 2025

Knox County Appraisal District, Board Chairman

Knox County Appraisal District, Board Secretary

Minutes of a Called Meeting of the Knox County Appraisal District Board of Directors held on February 11, 2025, at the Knox County Courthouse, Benjamin, Texas.

A Regular Meeting of the Knox County Appraisal District Board of Directors, Held on Tuesday February 11, 2025, at 5:30 pm. at the Knox County Appraisal District, Knox County Courthouse, Benjamin, Texas

At 5:30 pm. Chairman Tolson called the meeting to order and a roll call, with the following members present, Donna Hyatt, Pate Meinzer, & Jeremy Wilson. Absent was Todd Thompson, Lindsey Penman and Clint Lewis. Also, present was Chief Appraiser Mitzi Welch

At 5:31 pm. Chairman Tolson announced that public notice had been given as required by law to Knox County Clerk Lisa Cypert. Return thereon to be filled in the Knox County Appraisal District Office.

At 5:35 pm. Chairman Tolson asked if there were any public comments.
There were none.

At 5:38 pm. Chairman Tolson asked the directors to look over the January 21, 2025, minutes.

At 5:39 pm. Pate Meinzer made a motion to accept January 21, 2025, minutes..
Seconded by Jeremy Wilson. All voted for the motion.

At 5:4 3p.m. Chairman Tolson asked the board of directors to look over the financial reports and February bills.

At 5:49 pm. Jeremy Wilson made a motion to pay the February bills and accept the financial reports.
Second by Donna Hyatt. All voted for the motion.

At 5:51 pm. Chief Appraiser Welch asked the board to consider taking off everyone on the signature cards on each Knox County Appraisal account at Citizens Bank. Welch said, some of the board of directors were no longer on the appraisal board, and the split of the Vehicle office and appraisal office the deputy clerks needed to come off that were no longer employed by the appraisal district.

At 5:55 pm. J.P. Tolson made a motion to take everyone off the Knox County Appraisal District signature cards. Seconded by Todd Thompson. All voted for the motion.

At 5:59 pm. Jeremy Wilson made a motion to add back all current Knox Appraisal Board of Directors, Deputy Clerk Jenny Jones, and Chief Appraiser Mitzi Welch to all signature accounts belonging to the appraisal office. Seconded by J.P. Tolson. All voted for the motion.

At 6:02 pm. Chairman Penman asked the bids be open on Trust Property Bids as follows:
Account #R866 in Munday for \$1201.00-----Bidder Matthew Prickett

and Account #R4613in Knox City for \$180.00----Bidder David Askew

J.P. Tolson made a motion to accept the trust property bids. Seconded by Todd Thompson.
All voted for the motion

At 6:10 pm. Next, Chief Appraiser Welch said, she had been approached by the County Judge Wojcik needing a letter stating the reason for the increase of the 2020 Appraisal Budget along with signatures of the chairman and chief appraiser. The letter needed it to be approved by the commissioners court at the next meeting so the County could amend their budget.
No motion needed.

At 6:15 pm. Information items were presented by Chief Appraiser Welch on the following:

2020 Appraisal Phase getting wrapped up and the Collection Report for the 2019 tax year.

At 6:30 pm. Patsy Gonzales made a motion to Adjourn. Seconded by Pate Meinzer.
All voted for the motion.

Approved, this _____ day of _____, A.D., 2020

Chairman, Knox County Appraisal District

Secretary, Knox County Appraisal District

**Minutes of a Regular Meeting of the Knox County
Appraisal District Board of Directors held on
Tuesday April 15, 2025
At Knox County Courthouse, Benjamin, Texas**

A Regular Meeting of the Knox County Appraisal District Board of Directors, Held on Tuesday April 15, 2025 at 5:30p.m. at the Knox County Appraisal District office, located at the Knox County Courthouse, Benjamin, Texas

- At 5:30 p.m. Chairman J.P. Tolson called the meeting to order and a roll call, with following members present, Todd Thompson, Clint Lewis, Lindsey Walker, and Donna Hyatt. Also, present Chief Appraiser Mitzi Welch. Absent Pate Meinzer and Jeremy Wilson.
- At 5:31 p.m. Chairman J.P Tolson asked for the February 11th, 2025, meeting minutes to be approved.
- At 5:32 p.m. Donna Hyatt made a motion for the minutes to be approved with the correction of line item at 5:30, to change Lindsey Penman to Lindsey Walker. Second by Clint Lewis. All voted for the motion.
- At 5:33 p.m. Chairman J.P. Tolson to approve the March and April bills and financial reports.
- At 5:39 p.m. Clint Lewis made the decision to accept the bills and financial reports for the months of March and April. Second by Todd Thompson. All voted for the motion.
- At 5:40 p.m. Chairman J.P. Tolson asked Chief Appraiser Mitzi Welch to explain the new 2026 Budget split between the Appraisal District and the Collector/Assessor departments.
- At 5:40 p.m. Chief Welch said, in past years the state requests the yearly budgeted amounts for the appraisal side and collector/assessor side, since these are two separate job titles. The KCAD has always presented one budget to entities', and given the State two split percentage amounts as follows.... Appraisal District 75% and Collector/Assessor 25%. With this being said the 2026 Budget will reflect this split to satisfy the state requirements, unless the board wants it to be split differently
- At 5:50 p.m. Donna Hyatt made a motion to accept the 2026 Budget split. Lindsey Walker seconded the motion. All voted for the motion.
- At 5:51 p.m. Next, Chairman J.P. Tolson brought to the floor the 2026 KCAD workshop. Chief Appraiser Welch asked if the board of directors would like to set aside a date to have a budget workshop separate from the regular monthly meetings. No motion was needed.
- At 5: 53 p.m. Chairman J.P. Tolson asked that the part-time position to full-time position be explained
- At 5:53 p.m. Chief Appraiser asked the board of directors to consider putting the new part-time employee Misti Zeissel to full time. Welch said Misti Zeissel needed full time and was considering any fulltime position. If this position was full-time, I would need to purchase a computer, scanner and phone system. The 2025 budget has a line item of \$20,000.00 for part-time and \$6,000.00 left from Raesha Breedlove's salary. This would get the KCAD through 2025 year without going over budget.
- At 5:59 p.m. Todd Thompson made a motion to offer Misti Ziessel a full-time position and adjust the 2025 budget to reflect the change. Second, by Lindsey Walker. All voted for the motion.

At 6:00 p.m. No Trust Property Bids. No motion needed.

At 6:01 p.m. Chief Appraiser Welch informed the board on the May Notices sent out and amount of property tax collected from October 2024 to the present.

At 6:15 p.m. Chairman Tolson asked for a motion to adjourn the meeting

At 6:16 p.m. Donna Hyatt made a motion to adjourn. Second by Lindsey Walker.
All voted for the motion,

Approved, this _____ day of _____, A.D., 2025

Chairman, Knox County Appraisal District

Secretary, Knox County Appraisal District

Minutes of a Called Meeting of the Knox County Appraisal District Board of Directors held on June 16, 2025, at the Knox County Courthouse, Benjamin, Texas.

A Regular Meeting of the Knox County Appraisal District Board of Directors, Held on Tuesday June 16, 2025, at 5:30 pm. at the Knox County Appraisal District, Knox County Courthouse, Benjamin, Texas

- At 5:30p.m. Chairman Tolson called the meeting to order and a roll call, with the following members present, Donna Hyatt, Pate Meinzer, & Jeremy Wilson, Lindsey Walker and Clint Lewis Absent was Todd Thompson. Also, present Chief Appraiser Mitzi Welch
- At 5:31p.m. Chairman Tolson announced that public notice had been given as required by law to Knox County Clerk Lisa Cypert. Return thereon to be filled in the Knox County Appraisal District Office.
- At 5:31p.m. Chairman Tolson asked if there were any public comments.
There were none.
- At 5:38p.m. Chairman Tolson asked the board of directors to look over the April 15, 2025, minutes.
- At 5:39 pm. Lindsey Walker made a motion to accept April 15, 2025, minutes. Seconded by Jeremy Wilson. All voted for the motion.
- At 5:40p.m. Chairman Tolson asked the board of directors to look over financial reports for May and June bills.
- At 5:49p.m. Jeremy Wilson made a motion to pay the May and June bills and accept the financial reports. Second by Donna Hyatt. All voted for the motion.
- At 5:50p.m. Chief Appraiser Welch asked the board of directors to look over the contract from Pritchard and Abbott. The contract is a 3-year contract with an increase for each year. The increase includes an increase due to more wind farms in Knox County and the time being spent on appraising these, along with the yearly increase of everything else.
- At 5:59p.m. Lindsey Walker made a motion to accept Pritchard & Abbott contract. Seconded by Donna Hyatt. All voted for the motion.
- At 6:01p.m. Next was the contract for BIS who does all the mapping on deed changes, but over the past and current year have hosted our website. This was a special price that was given to the CAD, but has increased and Chief Appraiser Welch feels it would be more beneficial and less costly to let Southwest Data who does our data input to host our website and less confusing to the ones who use the website.
- At 6:15p.m. Jeremy Wilson made a motion to accept the contract with BIS starting next year 2026 to only do the mapping of deeds and not host the website. Seconded by Donna Hyatt. All voted for the motion.

At 6:16p.m. Chairman Tolson brought the Southwest Data (SWD) contract for the Database & Website to the floor. Chief Appraiser Welch said, there was also increase on this as well and that in the past BIS had been hosting the website and it needed to be back under the Southwest Data again and have BIS do only the Mapping of deeds. The increase of the SWD contract shows the cost of the website being put back under SWD, along with other cost increases.

At 6:23p.m. Clint Lewis made a motion to accept SWD contract. Seconded by Pate Meinzer. All voted for the motion.

At 6:35 pm. Chairman Tolson asked about the Wind Turbine Values. Chief Appraiser said with Griffen Trail coming on in 2025 there is a significant amount of value for the Benjamin ISD and Seymour ISD. A portion of the wind turbines lies in Knox County but in Seymour School District. In Benjamin ISD there is four windfarms as follows El Campo, TG East, Griffen Trail with Chapter 301 with the State, And Green Pastures which Benjamin ISD has three wind turbines with no Chapter 301. No motion was needed. Information on value only.

At 6:35p.m. Chairman Tolson brought to the floor the 2026 KCAD Budget Split between the Collector/Assessor duties and the Appraisal duties. At the April board meeting two of the board members were absent said Chief Appraiser Welch, and there was a motion to approve 2026 budget, along with the split, but Welch felt this subject needed to be explained to the board once more, before it was adopted in July. The Budget split was laid out as 75% on appraising and 25% on collection. One reason for the split is the State sends out a yearly "Operation Survey," with questions on the cost to collect and cost to appraise, along with other questions referring to the two different duties. The second reason is the KCAD does two separate office duties under one roof, which in other counties these are separated completely, and it helps to justify to the entities the budget cost for collecting and the cost for appraising, No motion was needed to approve the budget, information explaining the split.

At 6:43p.m. Chairman Tolson asked if there were any Trust Property Bids.
There was none.

At 6:44p.m. Information items were presented by Chief Appraiser Welch on the following:

ARB meeting dates scheduled for June 11th and June 24th, 2025, Lot values in the county for the upcoming year. And registering Misti Zeissiel and Rebeca Carranza with TDLR for collection (RTC) and classes.

At 7:02p.m Donna Hyatt made a motion to Adjourn. Seconded by Pate Meinzer.
All voted for the motion.

Approved, this _____ day of _____, A.D., 2025

Chairman, Knox County Appraisal District

Secretary, Knox County Appraisal District

**Minutes of a Regular Meeting of the Knox County
Appraisal District Board of Directors held on
Monday August 12th, 2025
At Knox County Courthouse, Benjamin, Texas**

**A Regular Meeting of the Knox County Appraisal District Board of Directors, Held on Monday
August 12th, 2025 at 5:30p.m. at the Knox County Appraisal District office, located at the
Knox County Courthouse, Benjamin, Texas**

At 5:30 p.m. Co-Chairman Jeremy Wilson who called the meeting to order and a roll call with following members present, Clint Lewis, Donna Hyatt, Pate Meinzer, and Todd Thompson. Absent was Lindsey Walker and J.P. Tolson. Also, present Chief Appraiser Mitzi Welch.

At 5:31 p.m. Co- Chairman Jeremy Wilson open the floor up to anyone that had any comments on the 2026 Knox County Appraisal Budget.

At 5:43 p.m. No public comments were made.

At 5:45p.m. Co-Chairman Jeremy Wilson asked for a motion to close out the first meeting on the 2026 Knox County Appraisal District Budget.

At 5:45p.m. Donna Hyatt made the motion close the first meeting on the 2026 KCAD Budget. Seconded by Todd Thomson. All voted for the motion.

Approved, this _____ day of _____, A.D., 2025

Chairman, Knox County Appraisal District

Secretary, Knox County Appraisal District

**Minutes of a Regular Meeting of the Knox County
Appraisal District Board of Directors held on
Tuesday August 12th, 2025
At Knox County Courthouse, Benjamin, Texas**

**A Regular Meeting of the Knox County Appraisal District Board of Directors,
Held on Tuesday August 12th, 2025, at 5:45p.m.
at the Knox County Appraisal District office, located at the
Knox County Courthouse, Benjamin, Texas**

- At 5:45 p.m. Co-Chairman Jeremy Wilson who called the meeting to order and a roll call, with the following members present, Clint Lewis, Donna Hyatt, and Todd Thompson and Pate Meinzer. Absent was Lindsey Walker and J.P. Tolson. Also, present Chief Appraiser Mitzi Welch.
- At 5:45 p.m. Co-Chairman Jeremy Wilson asked for the June 16th, 2025, minutes to be approved.
- At 5:49 p.m. Pate Meinzer made the motion to accept the June 16th, 2025 minutes. Seconded by Todd Thompson. All voted for the motion.
- At 5:49 p.m. The Chief Appraiser Welch brought the July and August financial reports and bills to the table.
- At 5:56 p.m. Donna Hyatt made a motion to accept the bills and financial reports for July & August. Seconded by Clint Lewis. All voted for the motion
- At 5:57 p.m. Co-Chairman Jeremy Wilson asked if the board of directors was good with the 2026 KCAD Budget and if so a motion was needed to accept the budget.
- At 6:08 p.m. Clint Lewis made a motion to accept the 2026 Budget for the Knox County Appraisal District. Seconded by Todd Thompson. All voted for the motion
- At 6:09 p.m. Co-Chairman Jeremy Wilson brought up the building and lots belonging to Michael Hulbert for appraisal office. No motion was needed.
- At 6:13 p.m. Co-Chairman Jeremy Wilson asked if there were any Trust Property bids. There was none

At 6:14p.m. Chief Appraiser Welch gave a report on 2025 Certification of Values and Tax Rate Calculations. No motion needed.

At 6:30p.m. Todd Thompsonr made a motion to adjourn. Seconded by Pate Meinzer.
All voted for the motion.

Approved, this _____ day of _____, A.D., 2025

Chairman, Knox County Appraisal District

Secretary, Knox County Appraisal District

**Minutes of a Regular Meeting of the Knox County
Appraisal District Board of Directors held on
Tuesday October 14, 2025
At Knox County Courthouse, Benjamin, Texas**

A Regular Meeting of the Knox County Appraisal District Board of Directors, Held on Tuesday October 14, 2025, at 5:30p.m. at the Knox County Appraisal District office, located at the Knox County Courthouse, Benjamin, Texas

At 5:30 p.m. Chairman J.P. Tolson who called the meeting to order and a roll call, with following members present, Todd Thompson, Clint Lewis, Pate Meinzer and Jeremy Wilson. Also, present Chief Appraiser Mitzi Welch. Absent Lindsey Walker and Donna Hyatt

At 5:31 p.m. Chairman J.P. Tolson asked for the August 12th, 2025, meeting held at 5:30 minutes to be approved.

At 5:33p.m. Jeremy Wilson made a motion to accept the minutes for the 5:30pm meeting. Seconded by Pate Meinzer. All voted for the motion.

At 5:33 p.m. Chairman J.P. Tolson asked for the August 12th, 2025, meeting held at 5:45 minutes to be approved.

At 5:34pm Todd Thompson made a motion to accept the minutes for the 5:45pm meeting. Seconded by Clint Lewis. All voted for the motion.

At 5:35pm Chairman J.P. Tolson brought the September and October bills and financial report to the Table.

At 5:45pm Jeremy Wilson made a motion to accept the bills for September and October bills and financial. Pate Meinzer seconded the motion. All voted for the motion

At 5:45pm Chief Appraiser Mitzi Welch gave out the 2024 Invalid Findings from the Texas Comptroller Property Value Study for the Munday CISD and Knox City ~ O'Brien CISD. The letter indicates both schools are in the second consecutive year of not receiving local values.

At 5:58pm Clint Lewis made a motion to accept the letter from the Texas Comptroller Property Value Study. Todd Thompson seconded the motion. All voted for the motion.

At 5:59pm Chief Appraiser Mitzi Welch handed out the Annual Financial Report for the year ending in 2023. Gerald Rodgers who usually presents the audit had other obligations and was unable to present the audit but asked if any questions arose to call him. The collection report and audit was good but had some notes on page to go over during the meeting.

At 6:25pm Pate Meinzer made a motion to accept the 2023 Financial Audit. Seconded by Todd Thompson. All voted for the motion.

At 6:26pm A motion was made by Clint Lewis to leave the excess funds in the general fund account to pay the Social Security and Medicare for the 941 forms from past payroll. Seconded by Jeremy Wilson. All voted for the motion.

At 6:26pm Chairman J.P. Tolson asked if there was any Trust Property to present.
There was none.

At 6:30pm At Chairman J.P. Tolson asked for a motion to Adjourn.

At 6:31pm Clint Lewis made a motion to adjourn, Seconded by Pate Meinzer.
All voted for the motion.

Approved, this _____ day of _____, A.D., 2025

Chairman, Knox County Appraisal District

Secretary, Knox County Appraisal District

Minutes of a Regular Meeting of the Knox County
Appraisal District Board of Directors
held on Tuesday December 09, 2025,
at Knox County Courthouse, Benjamin, Texas

A Regular Meeting of the Knox County Appraisal District Board of Directors, Held on Tuesday
December 09, 2025, at 5:30 pm. at the Knox County Appraisal District office, located at the
Knox County Courthouse, Benjamin, Texas

- At 5:31p.m. Chairman J.P. Tolson who called the meeting to order and a roll call, with following members present, Pate Meinzer, Clint Lewis, Donna Hyatt, and Jeremy Wilson. Absent Todd Thompson and Lindsey Walker. Also, present Chief Appraiser Mitzi Welch.
- At 5:31p.m. Chairman J.P. Tolson asked the October 14, 2025, minutes to be approved.
- At 5:32p.m. Jeremy Wilson made the motion to accept the minutes. Second, by Clint Lewis. All voted for the motion.
- At 5:33p.m. Chairman J.P. Tolson asked the board to look over the financial reports and monthly bills for November and December 2025
- At 5:38p.m. Donna Hyatt made a motion to accept the financial report and monthly bills for November and December. Second by Jeremy Wilson. All voted for the motion.
- At 5:40p.m. Next, Chief Appraiser Welch explains to the board of directors the evaluations on the following contracts with Pritchard & Abbott, Southwest Data and BIS Mapping Solutions that must be done yearly.
- At 5:48p.m. Pate Meinzer made the motion to except the evaluation on Pritchard & Abbott. Second by Clint Lewis. All voted for the motion.
- At 5:49p.m. Clint Lewis made a motion to except the evaluation on Southwest Data Software. Second by Jeremy Wilson. All voted for the motion.
- At 5:51p.m. Donna Hyatt made a motion to except the evaluation on BIS Mapping Solutions, Second by Pate Meinzer. All voted for the motion.
- At 5:53p.m. Chairman J.P. Tolson asked if any amendments needed to be made to the 2025 budget. Chief Appraiser Mitzi Welch, said an allocation with the Munday CISD had been found and the new Superintendent will be contacted the next day following the meeting to resolve the money amounts. But no amendments were needed.
- At 5:55p.m. Jeremy Wilson made a motion to keep 2025 Budget as is and money in the general account. Second by Donna Hyatt. All voted for the motion.
- At 5:58pm Chairman J.P. Tolson asked if there was any sealed Trust Property(s) to be open. The following bid was presented
#R8427---Block 122, Lot 8, Reeves & Musser Addition, Munday Texas ---BID --\$810.00
#R1001--Block 121, Lot 10, Reeves & Musser Addition, Munday, Texas—BID --\$810.00
Bidder was Ramiro Carranza from Munday Texas

At 6:00pm Chairman J.P. Tolson brought to the floor the yearly evaluation. Chief Appraiser Welch left the meeting to allow the board to discuss the evaluation form among themselves.

At 6:15pm Chief Appraiser returned to the meeting.

At 6:15pm Chairman J.P. Tolson asked the board to go over the evaluation form with Chief Appraiser Welch. No motion was needed.

At 6:35p.m. Information items were given from Chief Appraiser Welch on collection report and on the appraisal phase. No motion needed.

At 6:40p.m. Chairman J.P. Tolson asked for a motion to adjourn.

At 6:41p.m. Donna Hyatt made a motion to adjourn. Seconded by Pate Meinzer.
All voted for the motion,

Approved, this _____ day of _____, A.D., 2026

Chairman, Knox County Appraisal District

Secretary, Knox County Appraisal District



TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

September 15, 2025

Board of Directors
Knox County Appraisal District
P.O. Box 47
Benjamin, TX 79505-0047

Via EMAIL and FIRST-CLASS MAIL

In Re: 2024 School District Property Value Study Invalid Findings

Dear Board Members:

Government Code Section 403.302(k) requires the Texas Comptroller of Public Accounts to notify you that the school districts listed below received an invalid finding in the 2024 School District Property Value Study.

Some invalid school districts are eligible for the statutory grace period provided by Government Code Section 403.302(l), under which our office certifies local value to the Texas Education Agency for school funding purposes for up to two years. We have indicated whether each invalid school district received state or local value and, if applicable, which year of the grace period the school district is entering.

If any school district is invalid for three consecutive years, our office must conduct an additional review of the appraisal district in the form of a Targeted Appraisal Review (TARP). We have indicated the number of consecutive year(s) each ISD has been invalid.

<u>School District</u>	<u>State or Local Value</u>	<u>Consecutive Year</u>
Knox City-O'Brien CISD	State	Second
Munday CISD	State	Second

Government Code Section 403.302(k) also requires the appraisal district board of directors to hold a public meeting to discuss receipt of this notice.

Contact our office at Ptad.TARP@cpa.texas.gov or 800-252-9121 (press 3) with any questions or concerns.

Sincerely,

Shannon Murphy, Director
Property Tax Assistance Division
cc: Mitzi Welch, Chief Appraiser

**Knox County Appraisal District
Resolution of the Knox County Appraisal District Board of Directors
Commitment of Fund Balance**

Whereas, the Board of Directors of the Knox County Appraisal District convened in Regular Session at its regular meeting on the 14 day of October, 2025 with a quorum present wishes to establish and commit a portion of its fund balance as allowable under current governmental accounting and reporting standards.

NOW THEREFORE BE IT RESOLVED that the Knox County Appraisal District Board of Directors commits the following portions of its General Fund Balance as follows:

\$ _____ is committed for Fiscal Stabilization.

\$ _____ is committed for Technology Capital Expenditures.

\$ _____ is committed for Facilities Purchase / Construction / Renovation.

\$ 36,522 is committed for General Funds for the Social Security form #0941 that was short

AND BE IT RESOLVED that Knox County Appraisal District's financial goal is to have a sufficient balance in the operating fund with sufficient working capital and a margin of safety to address local contingencies and/or emergencies without borrowing or amending participating taxing unit budget payments.

The above Resolution is adopted this 14th day of October, 2025

J.P. Tolson Jr.
Board President

Jedd Thompson
Board Secretary