


**MANATEE COUNTY VALUE ADJUSTMENT BOARD (VAB)
REGULAR MEETING
COUNTY ADMINISTRATIVE CENTER
1112 Manatee Avenue West
Bradenton, Florida
August 22, 2025**

Present were:

Jason Bearden, Chairman
Brady Chapman, Vice-Chairman
George Kruse
Carol Ann Felts, Via Telephone
Cindy Spray
Silvia Fedor

Also present were:

Robert Hoonhout, VAB Attorney
Vicki Tessmer, Board Records Supervisor, Clerk of the Circuit Court
Hannah Bishop, Deputy Clerk, Clerk of the Circuit Court

 Chairman Bearden called the meeting to order at 9:00 a.m.

PLEDGE OF ALLEGIANCE

Chairman Bearden delivered an invocation and led the Pledge of Allegiance.


AGENDA

VB20250822DOC001

1. **INTRODUCTION**

 Members introduced themselves.


2. **RATIFY CHAIRMAN**

 A motion was made by Member Chapman, seconded by Member Kruse, and carried 5-0, to ratify Jason Bearden as Chairman.


3. **ELECTION OF VICE CHAIRMAN**

 A motion was made by Member Kruse, seconded by Member Spray, and carried 5-0, to elect Brady Chapman as Vice-Chairman.


4. **MINUTES**

 A motion was made by Member Spray, seconded by Member Chapman, and carried 5-0, to approve the minutes of May 21, 2025, and adjourn the 2024 VAB session.


5. **APPOINTMENT OF LEGAL COUNCIL**

 A motion was made by Member Kruse, seconded by Member Spray, and carried 5-0, to appoint Robert Hoonhout as the 2025 VAB Attorney and authorize execution of a contract with Mr. Hoonhout in substantial conformance with the 2025 Attorney Contract. VB20250822DOC002


6. **INTRODUCTION OF CLERK TEAM**

 Vicki Tessmer, Board Records Supervisor, introduced herself, and Hannah Bishop, as Value Adjustment Board Clerks for 2025.

7. **REQUIREMENTS**


 Ms. Tessmer announced that Mr. Hoonhout has verified that the organizational meeting has taken place and will verify the Pre-hearing Checklist prior to the Special Magistrate Hearings. VB20250822DOC003


8. **PUBLIC COMMENT**

 Robert Erickson introduced himself to the Board, and provided a summary of his accomplishments as an appraiser.


There being no further public comments, Chairman Bearden closed public comments.

9. **SPECIAL MAGISTRATES**


 A motion was made by Member Fedor, seconded by Member Chapman, and carried 5-0, to appoint Andrea Johnson (Attorney), Rinky Parwani (Attorney), Robert C. Hicks (Appraiser), Robert D. Erickson (Appraiser), Joseph Haynes Davis (Attorney), and John Robinson (Appraiser) as Special Magistrates and authorized execution of the 2025 Special Magistrate Agreements, in substantial conformance with the agreements utilized last year (exemption, real estate and tangible personal property.)

 A motion was made by Member Fedor, seconded by Member Chapman, and carried 5-0 to appoint Rinky Parwani and Andrea Johnson as the Attorney Special Magistrate to rule on good cause recommendations relating to untimely or incomplete petitions and requests for reschedules. VB20250822DOC004

10. **FILING FEE**

 Vicki Tessmer, Board Records Supervisor stated, Effective July 1, 2025, Section 8 of House Bill 7031, first applies to the 2025 property tax roll and amends section 194.013, F.S., to increase the maximum filing fee that a value adjustment board (VAB) may impose to file a petition with the VAB from \$15 to \$50 per parcel. The filing fee cannot exceed \$50 for each separate parcel of property covered in the VAB petition.


A motion was made Member Chapman, and seconded by Member Spray, to approve the increase the filing fee to \$50, for the remainder of the 2025 Value Adjustment Board year.

 Discussion ensued regarding Florida Statute, raising the fee from \$15 to \$50 is seems excessive, considering inflation over the past 30 years, the filing fee hasn't increased in over 30 years, and concerns with the fee going higher than \$50 next year.

The motion carried 5-0.


VB20250822DOC005

11. **INTERNAL OPERATING PROCEDURES**


 A motion was made by Member Kruse, seconded by Member Chapman, and carried 5-0 to adopt Resolution R-25-143 adopting internal operating procedures. VB20250822DOC006

12. **DEPARTMENT OF REVENUE RULES**


A motion was made by Member Chapman, seconded by Member Kruse, and carried 5-0, to waive the full reading of the Department of Revenue Rules, and Mr. Hoonhout provide a summary.

 Robert Hoonhout, VAB Attorney, reviewed the Uniform Rules of Procedure, Florida Administrative Code 12D-9 regulating the VAB and summarized the procedure for filing a petition. VB20250822DOC007


13. **DR488P – PRE-NOTICE OF TAX FORMS FOR REAL PROPERTY AND TANGIBLE PERSONAL PROPERTY**

 A motion was made by Member Spray, seconded by Member Chapman, and carried 5-0, to execute the Form DR-488P for Real Property and Tangible Personal Property, upon notification that the Board of County Commissioners has approved the extension of the tax roll prior to the completion of the Value Adjustment Board hearings. VB20250822DOC008

14. **GOVERNMENT IN SUNSHINE**

 Ms. Tessmer reviewed the Government in the Sunshine, and it was noted the link to the document is available at www.manateeclerk.com. Members of the Board should not discuss assessments with citizens.

15. **TENTATIVE SCHEDULE OF HEARINGS**

 Ms. Tessmer explained the TRIM notices and all notices distributed to petitioners throughout the process have full disclosure and all rules and regulations are available on the Clerk’s website. She reviewed the statutory requirements for noticing hearings and stated the first hearing will be October 6, 2025, and explained the TRIM notices and all notices distributed to petitioners throughout the process have full disclosure and all rules and regulations are available on the Clerk’s website.

16. **BOARD COMMENTS**

 There were no comments from the Board.

17. **PUBLIC COMMENT**

 There being no public comment, Chairman Bearden closed public comment.

18. **OTHER BUSINESS**

There was no other business.

ADJOURN

There being no further business, Chairman Bearden adjourned the meeting at 9:24 a.m.

Minutes Approved: June 15, 2026