

MARCH 2026 SPECIAL CALLED AGENDA

THE HAWKINS COUNTY BOARD OF COMMISSIONERS WILL MEET IN SPECIAL CALLED SESSION
SESSION ON MARCH 31, 2026 AT 6:00 P.M. IN THE HAWKINS COUNTY COURTHOUSE
COMMISSION MEETING ROOM

OPENING OF COURT	SHERIFF RONNIE LAWSON
PRAYER	COMMISSIONER JOSHUA GILLIAM
PLEDGE TO THE FLAG	COMMISSIONER JASON ROACH
CALL TO ORDER	CHAIRMAN MARK DEWITTE
ROLL CALL	COUNTY CLERK NANCY A. DAVIS
CONFLICT OF INTEREST	ATTORNEY ALLEN COUP
PUBLIC COMMENTS	CHAIRMAN MARK DEWITTE

*PUBLIC COMMENTS MUST PERTAIN TO THE AGENDA FOR THIS MEETING. ANYONE WHO
WISHES TO MAKE A PUBLIC COMMENT SHOULD PLACE THEIR NAME ON THE SIGN-IN SHEET
AVAILABLE AT THE FRONT PODIUM. "COMMENTS LIMITED TO THREE MINUTES"*

**COUNTY COMMISSION INFORMATION CAN BE FOUND AT
WWW.HAWKINSCOUNTYCLERK.COM**

RESOLUTIONS 2026/03/01 – SPECIAL CALLED MEETING

2026/03/01 SC APPROVAL TO ALLOCATE 2024 STATE OPIOD ABATEMENT FUNDS

2026/03/02 SC APPROVAL TO CHANGE THE OFFICIAL COUNTY PROPERTY REAPPRAISAL
CYCLE FROM FIVE YEARS TO A CONTINUOUS FOUR-YEAR CYCLE IN
ACCORDANCE WITH T.C.A. §67-5-1601

MOTION TO ADJOURN

BUDGET COMMITTEE MEETING 30 MINUTES PRIOR TO COUNTY COURT - (IF NEEDED)
BUDGET COMMITTEE WILL BE NOTIFIED
ADDITIONAL INFORMATION WILL BE POSTED AT
WWW.HAWKINSCOUNTYCLERK.COM
(BEFORE THE NEXT SCHEDULED MEETING)
IF YOU HAVE ANY QUESTIONS, PLEASE CALL 423-272-7002 DURING NORMAL BUSINESS HOURS



RESOLUTION

No. 2026 / 03 / 015C

To the HONORABLE MARK DEWITTE, Chairman, and Members of the Hawkins County Board of Commission in this Special Called Session, met this 31st day of March, 2026.

RESOLUTION IN REF: APPROVAL TO ALLOCATE 2024 STATE OPIOD ABATEMENT FUNDS

WHEREAS, Hawkins County received \$186,327 in revenue to be spent on direct opioid abatement services and programs; and

WHEREAS, remaining funds are required to be allocated by the end of March 2026; and

WHEREAS, it is proposed 1/3 or \$62,109 be allocated to each of the following upon required approval:

Northeast Tennessee Regional Recovery Center – offer a one-year residential recovery program, operated by Families Free.

Hawkins County Recovery Court Foundation – a non-profit foundation providing supplemental support to remove barriers which may prevent for local participants from being successful in their recovery process.

Communities in Schools of Appalachian Highlands – a non-profit organization providing for the unmet needs of children by connecting students and their families to resources for mental health and social emotional learning, student and family engagement and workforce readiness.

THEREFORE, BE IT RESOLVED, Hawkins County Commission appropriate allocated Opioid Abatement funds as itemized above.

Introduced By Esq. Jason Roach
Seconded By Esq.
Date Submitted 3-24-26
County Clerk Nancy A. Davis
By:
Chairman:

ACTION: AYE NAY PASSED FAILED
Roll Call
Voice Vote
Absent
Abstain
COMMITTEE ACTION



RESOLUTION

No. 2026 / 03 / 025C

To the HONORABLE MARK DEWITTE, Chairman, and Members of the Hawkins County Board of Commission in this Special Called Session, met this 31st Day of March, 2026.

RESOLUTION IN REF: APPROVAL TO CHANGE THE OFFICIAL COUNTY PROPERTY REAPPRAISAL CYCLE FROM FIVE YEARS TO A CONTINUOUS FOUR-YEAR CYCLE IN ACCORDANCE WITH T.C.A. §67-5-1601

WHEREAS, Hawkins County currently operates under a 5-year reappraisal cycle; and

WHEREAS, property assessors within Tennessee are increasingly moving to a 4-year cycle with indexing to better manage rapid property value growth and maintain fair market value assessments, which allows for more accurate tax relief, especially for the elderly, and assists with reduction of the need for drastic, one-time value increases; and

WHEREAS, the change to 4-year would eliminate the 3- and 5-year ratio, which creates a loss of tax revenue; and

WHEREAS, the conversion would necessitate the addition of a field appraiser and an employee in the office; and

NOW THEREFORE, BE IT RESOLVED BY THE HAWKINS COUNTY BOARD OF COMMISSIONERS IN ACCORD TO THE ATTACHED PROPOSED 4-YEAR REAPPRAISAL PLAN:

- 1. The official cycle be changed to 4-years, with staffing changes effective July 1, 2026.
2. The 4-year reappraisal cycle shall take effect beginning with on-site reviews commencing July 1, 2026 and a reappraisal year of 2030, and shall continue thereafter on a four-year cycle unless otherwise amended by resolution.
3. The Property Assessor has the authority to hire a field appraiser position at level 8, step 1 and an office personnel position beginning at level 7, step 1
4. The County Clerk is directed to forward a certified copy of the resolution to the Tennessee Division of Property Assessments and Assessor of Property.

Introduced By Esq. Jason Roach
Seconded By Esq.
Date Submitted 3-24-26
County Clerk
By:
Chairman:

ACTION: AYE NAY PASSED FAILED
Roll Call
Voice Vote
Absent
Abstain
COMMITTEE ACTION

*4 - YEAR
REAPPRAISAL PLAN*

Hawkins County

*TAX YEAR
2030*

ASSESSOR OF PROPERTY

Michael Gillepsie

TABLE OF CONTENTS

Breakdown for Inspection Cycle.....	3
1 st Year of Inspection Cycle.....	4
2 nd Year of Inspection Cycle.....	5
3 rd Year of Inspection Cycle.....	6
4 th Year of Inspection Cycle.....	7
<hr/>	
County Index Map Showing Inspection Cycle.....	8
Narrative Information for Visual Inspections.....	9
Narrative information for Indexing Year.....	11
Narrative Information for Revaluation Year.....	12
Assessor's Personnel Assignments.....	15
Signature Page.....	16
Resolution of Legislative Body.....	17

Hawkins County

4 - YEAR CONTINUOUS VISUAL INSPECTION CYCLE

START DATE OF CONTINUOUS VISUAL INSPECTION CYCLE: JULY 1st, 2026

ASSESSOR: Michael Gillepsie

URBAN 1'=50' & 100' MAPS	<u>32,104</u>	(Except C//Other)
RURAL 1'=400' MAPS	<u>5,301</u>	(Except C//Other)
COMMERCIAL/INDUSTRIAL	<u>2,392</u>	
ALL OTHER TOTAL	<u>1,343</u>	
PARCELS	<u>41,140</u>	
PARCELS ENTERED	<u>41,140</u>	

TOTAL MAPS	1" = 50'	<u>0</u>
	1" = 100'	<u>230</u>
	1" = 400'	<u>157</u>

YEAR BY YEAR DECLARATION OF JURISDICTION UPDATING OPTIONS

2027	NO ACTION. APPRAISED VALUES REMAIN CONSTANT
2028	INDEX JURISDICTION TO MARKET VALUE / NBHD LEVEL
2029	NO ACTION. APPRAISED VALUES REMAIN CONSTANT
2030	COMPREHENSIVE REVALUATION OF JURISDICTION

1ST INSPECTION YEAR

PARCELS TO BE INSPECTED FOR 2027

URBAN	RURAL	COMM/IND	OTHER	TOTAL	% TOTAL
9,655	1,772	777	471	12,675	30.8%

MAPS TO BE INSPECTED FOR 2027

1" = 400' Maps	146, 151, 152, 153, 154, 157, 158,159, 160, 161, 162, 163, 123,124,134,135,136
	137,138,139,143,144,145,111,112,113,147
	125,126,127,128,129,99,101,102,103,104,114
	115,116,117,51,76,88,100,52,87

1" = 100' Maps	151G, 158B,158G,158N,161B,161C,161G,161J,161O,123C, 124C,124D,124E,124
	137A,137D,137H,143L,144B,144H,111L,111N,112H,112I ,112L,112M,112O,113,1
	125D,125E,125F,126,126J,126P,99M, 101A,101B,101C ,101G,101H,101I,101J,10
	115A,076L,076P,088B ,088E,088G, 088I,088K, 100E,100J,100K,100L,100M,100N

1" = 50' Maps	

PERCENTAGE OF TOTAL PARCELS TO BE INSPECTED THIS YEAR:	30.8%
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% OF PARCELS CHECKED FOR QUALITY CONTROL

URBAN	RURAL	COMM/IND	OTHER	TOTAL %
5%	5%	5%	5%	5%

2ND INSPECTION YEAR

PARCELS TO BE INSPECTED FOR 2028

URBAN	RURAL	COMM/IND	OTHER	TOTAL	% TOTAL
9,880	1,441	815	378	12,514	30.4%

MAPS TO BE INSPECTED FOR 2028

1" = 400' Maps	53,63,64,65,77,78,89,90,54,66
	79,80,91,92,93,94,105,106,107,118,130,42,55,56,57 58 67 68 69 81 82
	30,31,32,43
	11,21,

1" = 100' Maps	053O,0564I,064M,065B,065D,065F,065I,065J,065L,065M,065N,077G,077H,078B,078
	042D,042E,042F,042K,042L,042N,042P,055A,055D,056C,056F
	031E,031J,031K,031L, 031M,031N ,032B,32C,032D,032E,032F,032H,032I,032J,032H
	011E,011I,011K,011L,011O,021A,21B,021E ,021J ,021K ,021L ,021M,021N,021O

1" = 50' Maps	

PERCENTAGE OF TOTAL PARCELS TO BE INSPECTED THIS YEAR:	30.4%
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% OF PARCELS CHECKED FOR QUALITY CONTROL

URBAN	RURAL	COMM/IND	OTHER	TOTAL %
5%	5%	5%	5%	5%

3RD INSPECTION YEAR

PARCELS TO BE INSPECTED FOR 2029

URBAN	RURAL	COMM/IND	OTHER	TOTAL	% TOTAL
9,269	1,385	691	407	11,752	28.6%

MAPS TO BE INSPECTED FOR 2029

1" = 400' Maps	12,13,22,23
	44,4,4,5,6,33,34,132,133,140,141,142,148
	120,121,131,149,150,155,156,98,108,109,110,122
	47,48,59,60,72,73,83,84,85,9, 97,49,50,61,14,15,16,24,25,26,35,36,37,38,62,74

1" = 100' Maps	012A,012B,012C,012G,012H,012L,012N,012O,022A,022B,022D,022E,022F,022G,02
	044A,044B,044G,044H,044J,044N,005M,005O,005P,006P,33A,34A,132A,132J,132L,
	131F,131K,131L,131M,149B,149C,149D,149H,149I
	074, 074E,074F,074K,074L,074M,074N,074O

1" = 50' Maps	

PERCENTAGE OF TOTAL PARCELS TO BE INSPECTED THIS YEAR:	28.6%
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% OF PARCELS CHECKED FOR QUALITY CONTROL

URBAN	RURAL	COMM/IND	OTHER	TOTAL %
5%	5%	5%	5%	5%

4TH INSPECTION YEAR

PARCELS TO BE INSPECTED FOR 2030

URBAN	RURAL	COMM/IND	OTHER	TOTAL	% TOTAL
3,300	703	109	87	4,199	10.2%

MAPS TO BE INSPECTED FOR 2030

1" = 400' Maps	17,18,19,20
	27,28,29,39,40,41
	1,2,3,7,8,9,10
	75,86

1" = 100' Maps	020A ,020B ,020D,020E,020F,020G
	041F,041K
	010M,010P
	075I, 075P,086A,086B,086C ,086D,086E,086F,086G,086H,086I,086J

1" = 50' Maps	

PERCENTAGE OF TOTAL PARCELS TO BE INSPECTED THIS YEAR:	10.2%
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% OF PARCELS CHECKED FOR QUALITY CONTROL

URBAN	RURAL	COMM/IND	OTHER	TOTAL %
5%	5%	5%	5%	5%

NARRATIVE INFORMATION --- VISUAL INSPECTION

- A. **Field Inspectors:** The assessor's office will utilize trained, competent field personnel to measure and list all types of improvements in the field. Assistance may be requested from the Division of Property Assessments (DPA) upon encountering any special or unique improvements where additional expertise is needed.
- B. **Training Recommended:** The assessor's office will participate in DPA, CTAS, and/or TnAAO seminars, workshops, and courses relating to current procedures and valuation of properties.
- C. **Quarterly Progress Reports:** The assessor's office will provide a quarterly progress report to the DPA that accurately documents progress achieved during the reporting period. This report will show the number of parcels reviewed, current data entry status, and a listing of the maps that have been reviewed.
- D. **Accuracy of All Attributes:** Both land and improvements will be reviewed on every parcel during the review phase for accuracy and completeness. This includes the physical attributes of the land, such as topography, and tree lines that may have changed since the last inspection cycle.
- E. **Changes to Parcels:** Any new structures, additions, and remodeling will be keyed in the current file to maintain fairness and equity among all property owners. Changes held until reappraisal or future years, if any, will be nominal in nature. Review will be considered complete when changes have been entered into the CAMA system.
- D. **Geographic Areas Assigned:** Annual visual inspection of parcels are defined for each year in this report. The inspection of all rural, urban, commercial and exempt properties will be completed by the end of the cycle explained within this report.
- F. **Map Maintenance Schedule and Explanations:** Map maintenance will be worked on a daily basis, with the CAMA file being current at all times. Sales verification procedures will comply with procedures outlined in current publications of the DPA.

G. **Use of Aerial Photography for Review:** Maps may be reviewed using a combination of on-site inspection and aerial photography and/or oblique imagery for all attributes of the parcels, provided that the outcome will result in accurate assessments. On-site field review will be utilized when accurate information cannot be ascertained from the aerial and/or oblique imagery.

H. **Quality Assurance Efforts Planned:** Quality of work for visual review and data entry will be maintained by the assessor. All field review work and data entry will be subjected to quality control measures by a staff member in the office who did not complete the initial work. Additionally, assessment summaries and other tools within the CAMA system will be reviewed on a regular basis to identify any irregularities in value which may indicate significant errors.

NARRATIVE INFORMATION – INDEXING YEAR

- A. **Assistance of Division of Property Assessments:** Technical support in developing reciprocal index factors to achieve market value may be requested from the DPA.

- B. **Development of Sales File:** Sales data will be entered into the CAMA system in a timely manner to ensure the most relevant, accurate information is available for Indexing purposes. It is understood and acknowledged that ninety (90) days from the date of recording should be considered the maximum amount of time for sales data entry. The assessor's office will make reasonable efforts to minimize the number of days that elapse between the recording of deeds and sales data entry during the Indexing year.

- C. **Valuation Analysis:** Statistical analysis will be performed by the Division of Property Assessments to ensure that 100% of market value is achieved throughout the jurisdiction.

- D. **Mapping and Ownership:** Mapping and ownership information will be kept as current as reasonably possible during the revaluation year understanding the importance of timely information during Indexing year.

- E. **New Construction:** New improvements and/or remodeling will be kept current throughout the year.

- F. **Final Value Meeting:** A final value meeting will address all developed reciprocal factors, and the final analysis will be based upon standard statistical measures of performance. Final results will acceptable or final meeting will be delayed until equity and market value is achieved.

- G. **Hearings (Formal and Informal):** Assessor's staff will conduct all informal hearings. Any assistance with formal hearings will be requested through the Division of Property Assessments and the Appeals Request form to the appropriate Assistant Director.

NARRATIVE INFORMATION – REVALUATION YEAR

A. **Personnel Needs:** The assessor's office will ensure that staff adequate in quantity and training will be available to perform the functions necessary to complete a timely and acceptable revaluation program. Where additional expertise is needed, the assessor's office may request assistance from the DPA while understanding that existing DPA workload may limit the amount of resources available during the revaluation year.

B. **Office Space and Equipment Needs:** Adequate office supplies and necessary equipment for the assessor's office will be planned and budgeted for so that a timely and acceptable revaluation program can be completed.

C. **Use of Aerial Photographs / Oblique Imagery:** Aerial photography and/or oblique imagery will be utilized to review and update location, access, land grades, improvements, tree lines, acreage, etc. Additional tools that integrate CAMA data into geographic information systems (GIS) will also be used to evaluate and update the consistency of improvement types, land tables, NBHD codes, etc.

D. **Assistance of Division of Property Assessments:** Technical support in developing base rates (base house, commercial improvement types, etc.), OBY rates, small tract valuation tables, market and use farm schedules, and commercial and industrial property valuation may be requested from the DPA while understanding the constraints as mentioned in section A above.

E. **Development of Sales File:** Sales data will be entered into the CAMA system in a timely manner to ensure the most relevant, accurate information is available for revaluation purposes. It is understood and acknowledged that ninety (90) days from the date of recording should be considered the maximum amount of time for sales data entry. The assessor's office will make reasonable efforts to minimize the number of days that elapse between the recording of deeds and sales data entry during the revaluation year.

F. **Neighborhood Codes:** Neighborhood codes will be checked for consistency and delineated in a manner that is reasonable for mass appraisal purposes.

G. Improvement Valuation:

1. Base Rate Development: Residential improvement values (base house) will be based on the most current market derived data available. Commercial rates will be derived from Marshall & Swift Valuation Service and adjusted for the local market.
2. Out Building and Yard Items: OBY costs and depreciation tables will be derived from Marshall & Swift Valuation Service. If the local market dictates a deviation from the published cost data, sufficient evidence will be collected and maintained to support such a deviation.
3. Collection & Use of Income & Expense Information: Questionnaires will be sent to selected income producing properties during the revaluation year for use in property valuation and appeals.
4. Quality Assurance Efforts: The quality of work completed by field personnel and data entry staff will be reviewed and monitored on a regular basis by the assessor or senior staff. In addition, assessment summaries will be monitored for any irregularities.

H. Land Valuation:

1. Rural Land & Use Value: Market value schedules with any necessary size and location adjustments will be developed by the assessor with DPA assistance as needed. Use value schedules will be developed by the DPA pursuant to current state law.
2. Unit of Measure Tables: UM tables will be used to value residential land from 0 to 14.99 acres (small tracts). DPA assistance may be requested.
3. Commercial & Industrial: Commercial/industrial land, whether urban or rural, will be reviewed and revalued according to current market data. DPA assistance may be requested.
4. Quality Control: The assessor will conduct quality control at all times with a review of randomly selected parcels. Statistical analysis will be utilized to identify outliers and to ensure standard statistical measures are achieved.

- I. Mineral and/or Leaseholds:** Applicable questionnaires will be mailed to identified properties in the revaluation year by the assessor's office. DPA assistance in the valuation of leaseholds or mineral interests may be requested.

J. **Valuation Analysis:** Statistical analysis will be performed by the DPA to ensure final statistics fall within acceptable standards in all categories of properties. Final value correlation will consider all approaches to value with the most applicable being utilized in each instance where sufficient data exists.

K. **Mapping and Ownership:** Mapping and ownership information will be kept as current as reasonably possible during the revaluation year understanding the importance of timely information during revaluation.

L. **New Construction:** New improvements and/or remodeling will be kept as current as reasonably possible during the revaluation year with emphasis on (including, but not limited to): effective year built (EYB) or condition, proration, and accurate OBY data.

M. **Final Value Meeting:** A final value meeting between the assessor's office and the DPA will address all aspects of revaluation. The final analysis will be based upon standard statistical measures of performance. It is understood and acknowledged that the DPA must approve the final product of the revaluation effort.

N. **Hearings (Formal and Informal):** The assessor's staff will be responsible for informal hearings, and it is understood and acknowledged that DPA assistance for informal hearings cannot be guaranteed. Assistance with formal hearings may be requested from the DPA by submitting such requests on a parcel-by-parcel basis directly to the DPA assistant director for field operations.

Is your county currently on the IMPACT system? Yes ✓ No

Do you plan to change to another system? Yes No

If so, list the name and the date: _____

_____ Date

ASSESSOR'S PERSONNEL ASSIGNMENT

POSITION # 1	
TITLE	PROPERTY ASSESSOR
NAME	Michael S. Gillespie
YEARS OF SERVICE	
PHASE RESPONSIBILY	ALL PHASES OF THE REAPPRAISAL PROGRAM
POSITION # 2	
TITLE	REAPPRAISAL MANAGER/DEPUTY ASSESSOR
NAME	James Maness
YEARS OF SERVICE	12
PHASE RESPONSIBILY	Supervisor of Field Inspections and Review Manager
POSITION # 3	
TITLE	PERSONAL PROPERTY/DEPUTY ASSESSOR
NAME	Michelle Wilson
YEARS OF SERVICE	31
PHASE RESPONSIBILY	Personal Property Specialist, Abatements
POSITION # 4	
TITLE	MAPPING/DEPUTY ASSESSOR
NAME	April Weems
YEARS OF SERVICE	31
PHASE RESPONSIBILY	GIS Mapping Specialist, Property Transfers, Budget Finance
POSITION # 5	
TITLE	FIELD REVIEW/DEPUTY ASSESSOR
NAME	Mike Nolen
YEARS OF SERVICE	3
PHASE RESPONSIBILY	Review of Property & New Construction
POSITION # 6	
TITLE	FIELD REVIEW/DEPUTY ASSESSOR
NAME	Tyler Evans
YEARS OF SERVICE	2
PHASE RESPONSIBILY	Review of Property & New Construction
POSITION # 7	
TITLE	GREENBELT SPECIALIST/DEPUTY ASSESSOR
NAME	Susan Gray
YEARS OF SERVICE	22
PHASE RESPONSIBILY	Greenbelt/Rollback, Exemptions, Public Assistant

ASSESSOR'S PERSONNEL ASSIGNMENT

POSITION # 8	
TITLE	CLERK/DEPUTY ASSESSOR
NAME	Karen Greene
YEARS OF SERVICE	45
PHASE RESPONSIBILY	Mobile Home Park Correlator & Public Assistant
POSITION # 9	
TITLE	CLERK/DEPUTY ASSESSOR
NAME	Netheta Justice
YEARS OF SERVICE	18
PHASE RESPONSIBILY	Property Record Correlation, Data Entry, Clerical Duties
POSITION # 10	
TITLE	CLERK/DEPUTY ASSESSOR
NAME	Donna Massengill
YEARS OF SERVICE	11
PHASE RESPONSIBILY	Property Record Correlation, Data Entry, Clerical Duties
POSITION # 11	
TITLE	CLERK/DEPUTY ASSESSOR
NAME	(TO BE PROJECTED)
YEARS OF SERVICE	Grade 7 – Step 1
PHASE RESPONSIBILY	GIS Mapping Assistant
POSITION # 12	
TITLE	FIELD REVIEW/DEPUTY ASSESOR
NAME	(TO BE PROJECTED)
YEARS OF SERVICE	Grade 8 – Step 1
PHASE RESPONSIBILY	Review of Property & New Construction
POSITION # 13	
TITLE	
NAME	
YEARS OF SERVICE	
PHASE RESPONSIBILY	
POSITION # 14	
TITLE	
NAME	
YEARS OF SERVICE	
PHASE RESPONSIBILY	

Signature Page

Michael K. Miespie
ASSESSOR OF PROPERTY (Signature)

DATE

Mark Abbott
COUNTY MAYOR / EXECUTIVE (Signature)

3/23/24
DATE

Mae West
CHAIRMAN, COUNTY COMMISSION (Signature)

3/27/24
DATE

ATTACHED RESOLUTION FOR 1, 2, 3, or 4-YEAR CYCLES?

YES _____ NO _____

DATE SUBMITTED TO STATE BOARD OF EQUALIZATION:

DATE _____

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING
A CONTINUOUS 4 YEAR REAPPRAISAL CYCLE**

WHEREAS, Tenn. Code Ann. § 67-5-1601(a)(3) provides that upon the submission of a plan by the assessor and upon approval of the State Board of Equalization, a reappraisal program may be completed by a continuous 4 - year cycle comprised of a **continuous** on-site review of each real property over a 4 - year period, and

WHEREAS, the county legislative body of Hawkins County understands that by approving such a 4 - year reappraisal cycle, an appraisal ratio study will be conducted during the second year of the reappraisal cycle and, **if a jurisdiction's appraised values are not updated to market value**, the centrally assessed properties and commercial/industrial tangible personal property will be equalized by the appraisal ratio adopted by the State Board of Equalization;

NOW, THEREFORE, BE IT RESOLVED by the county legislative body of Hawkins County, meeting in _____ session on this the _____ day of _____, _____, that:

PURSUANT to Tenn. Code Ann. § 67-5-1601(a)(3), reappraisal shall be accomplished in Hawkins County by a continuous 4 - year cycle beginning July 1, 2026 comprised of a **continuous** on-site review of each parcel of real property over a 4 - year period, with a revaluation of all such property for tax year 2030.

Adopted this _____ day of _____, _____.

APPROVED:

County Mayor (or Executive)

ATTEST:

County Clerk