



**Assessors' Meeting Agenda**  
**December 10, 2019**  
**8:30 AM**

1. Review and approve minutes from November 5th meeting.
  2. Review and approve error and release requests submitted.
  3. Veteran's Homestead exemption for Ilene D. Harvey
  4. Reappointment of Letrell Thomas to Assessor Board
  5. Request to BOC to use Books and Periodicals budget to purchase scanners
  6. Review & Approve Prebilled Mobile Home Digest for 2020.
  7. Chief Appraiser's Status Report
  8. Set next meeting date tentative January 14, 2019
  9. Adjourn
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**Candler County Board of Tax Assessors**  
**Meeting Minutes**  
**December 10<sup>th</sup>, 2019**

**Opening**

The meeting was called to order at 8:30am by Letrell Thomas in the Tax Assessors office at the Candler County Courthouse.

**Attendees**

Letrell Thomas, Assessor & Chairman  
Dorothy S. Hunt, Assessor  
Marian Grier, Chief Appraiser  
Cheyenne Lanier, Secretary

**Approval of Minutes**

Motion was made by Ms. Hunt to approve the minutes of the November 5<sup>th</sup>, 2019 meeting with recommended changes. Mrs. Thomas seconded. Minutes were approved unanimously and signed.

**Old Business**

None.

**New Business**

Motion was made by Ms. Hunt to review and approve Error & Release requests submitted by appraiser. Mrs. Hunt seconded. Motion passed unanimously. All were approved.

Motion was made by Mrs. Thomas to approve Veterans homestead for Ilene D. Harvey. Ms. Hunt seconded. Motion passed unanimously.

Letrell Thomas was reappointed to the Board of Assessors.

Motion was made by Ms. Hunt to submit a request to the Board of Commissioners to use the Books and Periodicals budget to purchase scanners. Mrs. Thomas seconded. Motion passed unanimously. See letter attached.

Motion was made by Ms. Hunt to review and approve the Prebilled Mobile Home digest for 2020. Mrs. Thomas seconded. Digest was approved.

Mrs. Grier presented Chief Appraiser's Report. See attached.

**Adjournment:**

The next monthly meeting was scheduled for January 7<sup>th</sup> at 8:30am to be held in the Tax Assessors office at the Candler County Courthouse.

The meeting was adjourned by Letrell Thomas at 9:15am.

**Minutes Submitted by:**

Cheyenne Lanier  
Cheyenne Lanier, Secretary

1.2.2020  
Date

**Minutes Approved by:**

Letrell Thomas  
Letrell Thomas, Assessor & Chairman

1/7/20  
Date

Dorothy S. Hunt  
Dorothy S. Hunt, Assessor

1/7/20  
Date

**Assessors' Meeting  
December 10, 2019  
Chief Appraiser's Report**

1. Roberta Job began working with our office as Clerk/Mobile Home Monitor on November 25, 2019.
2. Jasmine Sandifer-Lee began working with our office as Deed Clerk on December 9, 2019.
3. Letrell Thomas has been re-appointed to the Assessor Board to serve from January 1, 2020 until December 31, 2025.
4. A project management firm has been hired to assist with planning and acquiring items needed for our move. Bryan has assured me that Patty and I will be included in any meeting regarding our spaces. No time line has been established for the move.
5. Still pending:
  - a) Request for proposals for GIS maintenance
  - b) Request for proposals for Timber Valuations on Sales
  - c) Correct Utility bills for 2019

# CANDLER COUNTY TAX ASSESSORS

35 S W BROAD STREET SUITE E

METTER, GEORGIA 30439

Voice: 912-685-6346 Fax: 912-685-3818

Visit us on the web at [www.candlertax.org](http://www.candlertax.org)

Letrell Thomas, Chairman  
Dorothy S. Hunt, Assessor

Marian Grier, Chief Appraiser  
Cheyenne Lanier, Personal Property Appraiser  
Roberta Job, Clerk/Mobile Home Monitor  
Jasmine Sandifer-Lee, Deed Clerk

December 10, 2019

Candler County Board of Commissioners

Reference: Change use of budgeted funds

The Board of Assessors requests to use \$840.00 of account 100-1550-53-1400 Books and Periodicals to purchase two ScanSnap iX1500 color duplex document scanners from Amazon. This money was budgeted for renewal of Marshall Valuation Book subscription; however, we will not renew the subscription as it has become more costly than the value derived from the book.

The scanners will be used by the deed clerk and mobile home monitor clerk to scan deeds, plats, PT-61s, permits, titles and other reference documents into WinGAP. Over time, this will reduce our need for space to store paper copies for the seven years required to keep many of our documents by the State.

This scanner model is recommended by Stuart Bowen and thoroughly investigated to be sure it is adequate for the needs of the assessors' office.

Respectfully submitted,



Letrell Thomas  
Assessors Chairman

Attachments: Spec sheets  
2020 Budget

Skip to main content

Electronics scanner

EN Hello, Marian Account & Lists Orders Prime Cart

Deliver to Marian Vidalia 30474

12 Days of Deals Browsing History Marian's Amazon.com Prime Video Help Best Sellers Find a Gift Buy Again

Shop 12 Days of Deals

All Electronics Deals Best Sellers TV & Video Audio & Home Theater Computers Camera & Photo Wearable Technology Car Electronics & GPS Portable Audio Cell Phones Office Electronics Musical Instruments

Gadgets and gizmos to gift Learn more

Back to results

Purchased 1 time. You purchased this item on December 2, 2019. Style: ScanSnap iX1500 - Black | View this order



Roll over image to zoom in

Fujitsu ScanSnap iX1500 Color Duplex Document Scanner with Touch Screen for Mac and PC (Black Model)

by Fujitsu

365 ratings | 239 answered questions

Amazon's Choice for "scansnap iX1500"

List Price: \$495.00 Price: \$419.99 & FREE Returns You Save: \$75.01 (15%)

You earn 5% back on purchases this holiday season with your Amazon Store Card and an eligible Prime membership. Free Amazon product support included

Style: ScanSnap iX1500 - Black

ScanSnap iX1500 - Black \$419.99 ScanSnap iX1500 - White \$419.00

IX1500 Evernote Premium from 2 sellers IX1500 Neat \$449.99

IX1500 Premium \$529.99

- Double-sided scanning with advanced paper feeding system. Scan your documents, business cards, receipts, and photos. Large, easy to use 4.3 inch touch screen allows you to easily scan to your preferred destinations. Scan to Google Drive, Dropbox, Your desktop folder, and more! Connects via USB cable or Wi-Fi (2.4 and 5 GHz). you can scan via Wi-Fi to your laptop, tablet, or smartphone device. Built in software Organizes and cleans up your documents with automatic cropping, blank page deletion, and more

\$419.99 & FREE Returns

FREE delivery: Wednesday Order within 19 hrs 34 mins Details

Deliver to Marian - Vidalia 30474

In Stock.

Qty: 1

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Buy Now

Ships from and sold by Amazon.com.

Item arrives in packaging that reveals what's inside. To hide it, choose Ship in Amazon packaging at checkout.

Add a Protection Plan:

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Add gift options

Add to List

Add to your Dash Buttons





## Intuitive scanning at your fingertips

For Mac and PC

The ScanSnap IX1500 offers users a better way to get organized. With a large, easy-to-use touch screen and powerful new software, the ScanSnap IX1500 offers improvements in design and function over its predecessors.

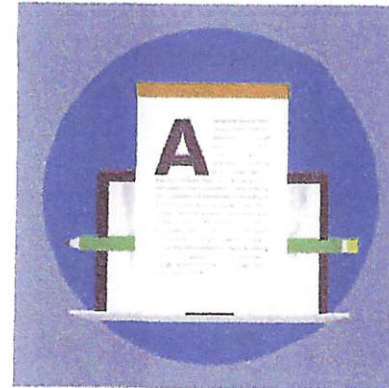
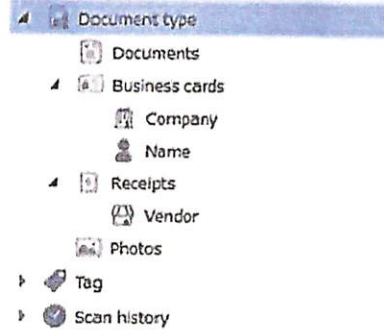
- Create unique user profiles and save information to user-specific folders
- Scan via Wi-Fi to popular cloud services such as Google Drive and Dropbox\*
- The ScanSnap Home software allows you to organize your documents using folders, tags, and search
- Clean and elegant design



### About ScanSnap

With ScanSnap, managing your paperwork is simple. Our products are designed to organize documents your way, with one-button ease of use and great options for small business owners and personal consumers.

## Features



### Wireless scanning right from your touch screen

Scan to your preferred destination right from your touch screen. Scan to Google Drive, Dropbox, your desktop folder, and more!

### Stay organized with ScanSnap Home

The ScanSnap Home software helps you stay organized. Optical character recognition (OCR) capabilities allow you to easily find your documents by searching for relevant keywords.

### Automatic image cleanup

Intelligent scan correction performs a quick quality check on your documents by optimizing contrast, automatically rotating upside-down documents, removing blank pages, and cropping images to the correct size.

100-1550-52-2314	STORAGE RENTAL SPACE	900.00	450.00	450.00	Do away with after m	900.00	450.00
100-1550-52-2320	EQUIPMENT LEASES	1,800.00	0.00	0.00	Canon & Pitney Bowe	1,500.00	1,061.08
100-1550-52-3100	INSURANCE	0.00	0.00	0.00		0.00	0.00
100-1550-52-3201	TELEPHONE	0.00	0.00	0.00		4,000.00	2,125.64
100-1550-52-3203	CELL PHONES	0.00	0.00	0.00		600.00	181.76
100-1550-52-3210	POSTAGE	1,800.00	1,800.00	1,800.00		1,800.00	741.25
100-1550-52-3300	ADVERTISING	100.00	100.00	100.00		250.00	169.00
100-1550-52-3500	TRAVEL	5,775.00	5,000.00	5,000.00		6,738.00	1,612.51
100-1550-52-3603	DUES & SUBSCRIPTIONS	350.00	350.00	350.00		400.00	0.00
100-1550-52-3700	EDUCATION & TRAINING	2,000.00	2,000.00	2,000.00		2,000.00	352.50
100-1550-52-3905	MISCELLANEOUS	0.00	0.00	0.00		0.00	21.00
	<b>Totals</b>	<b>73,897.00</b>	<b>70,372.00</b>	<b>70,372.00</b>		<b>84,360.00</b>	<b>55,025.25</b>
100-1550-53-1101	OFFICE SUPPLIES	3,000.00	3,000.00	3,000.00		4,000.00	1,966.60
100-1550-53-1104	JANITORIAL SUPPLES	0.00	0.00	0.00		0.00	0.00
100-1550-53-1109	MAINTENANCE SUPPLIES	0.00	0.00	0.00		0.00	0.00
100-1550-53-1270	GAS & DIESEL	600.00	600.00	600.00		750.00	311.32
100-1550-53-1301	PRISONER FOOD	0.00	0.00	0.00		0.00	0.00
100-1550-53-1400	BOOKS & PERIODICALS	1,150.00	2,000.00	2,000.00	***	2,110.00	1,004.15
100-1550-53-1401	LAW LIBRARY	0.00	0.00	0.00		0.00	0.00
100-1550-53-1600	SMALL EQUIPMENT	0.00	0.00	0.00		0.00	0.00
100-1550-53-1701	UNIFORMS	0.00	0.00	0.00		0.00	0.00
	<b>Totals</b>	<b>4,750.00</b>	<b>5,600.00</b>	<b>5,600.00</b>		<b>6,860.00</b>	<b>3,282.07</b>
100-1550-54-1000	PROPERTY	0.00	0.00	0.00		0.00	0.00
100-1550-54-2000	MACHINERY & EQUIPMEN	0.00	0.00	0.00		0.00	0.00
100-1550-54-2200	VEHICLES	0.00	0.00	0.00		0.00	0.00
	<b>Totals</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>
100-1550-57-1032	E-911 EXPENSES	0.00	0.00	0.00		0.00	0.00
	<b>Totals</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>
100-1550-58-2005	OPNS NOTE & LATE CHA	0.00	0.00	0.00		0.00	0.00
	<b>Totals</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>
		245,532.18	236,554.62	233,854.63		249,662.72	134,750.07