



# TALBOT COUNTY

*Board of Tax Assessors*

*Ronnie M. Hendricks, Chairman*

*Daniel B. Coffee, Vice-Chairman*

*Leticia A. Cook, Member*

*Lauren A. Harbin, Secretary*

## MONTHLY MEETING

August 4, 2015

TAX OFFICE ANNEX

4:30pm

## AGENDA

1. Call to Order
2. Approval of Minutes
  - A. July 14, 2015
3. Public Comment
4. Old Business
  - A. Aerial Photography Bids (Control Cam, Pictometry, and Sanborn)
  - B. County wide re-evaluation for 2016
  - C. Status update on consultant recommendations
    - i. CAMA Schedules
    - ii. Exemption Applications
    - iii. Home Stead Applications
    - iv. Mobile Home Valuation
    - v. Marine Personal Property
5. New Business
  - A. Value Report
  - B. Budget Report
  - C. 2015 Appeal Update
  - D. Homestead Applications
  - E. Certificates of Eligibility for BOA members
  - F. Consulting Contract with MW Consulting
  - G. Recommendations from MW Consulting

**TALBOT COUNTY BOARD OF TAX ASSESSORS**

**38 South Jefferson Ave • PO BOX 337**

**Talbotton, Georgia 31827**

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- H. Conservation Use
    - i. Applications
    - ii. Releases
  - I. Forest Land Protection Act
    - i. Applications
    - ii. Releases
  - J. Members Matters
  - K. Digest Submission Packet
  - L. Appearances
    - i. Loraine Bishop- 2015 Digest Conversion
  - M. Advertising for Chief Appraiser Position
  - N. Appointing of Interim Chief Appraiser
  - O. Executive Session
    - i. Personnel Issues
  - P. Announcements
    - i. Next scheduled meeting is on Tuesday September 8 , 2015
  - Q. ` Adjournment



# TALBOT COUNTY

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**38 South Jefferson Ave**  
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**Talbotton, GA 31827**  
**(706) 665-3377**

### Board of Assessors Meeting Minutes August 4, 2015

#### 1. MEETING CALLED TO ORDER BY THE BOARD OF TAX ASSESSORS

The meeting was called to order by Chairman Ronnie M. Hendricks at 4:35 at the Tax Annex. A quorum was present including the following: Ronnie M. Hendricks, Daniel B. Coffee, Leticia A. Cook and Lauren A. Harbin, Secretary. Al Deen from M.W. Consulting was also in attendance

#### 2. Approval of July 14<sup>th</sup> 2015 minutes

A motion was made by Chairman Hendricks to approve the minutes from July 14<sup>th</sup> as presented, Vice-Chairman Coffee seconded the motion, there was no discussion the motion carried 2-0-0.

#### 3. Public Comment- NONE

#### 4. Old Business

- a. The bids for the aerial photography were discussed. It was noted that the Board of Commissioners have included this line item in the proposed budget. Vice-Chairman Coffee made a motion to approve the bid from Pictometry pending budget finalization. Ms. Cook 2<sup>nd</sup> the motion. Chairman Hendricks agreed, there was no further discussion the motion passed 3-0-0.
- b. The 2016 county wide re-evaluation was tabled pending the Board of Commissioners adding it to the Tax Assessors office budget, at the time of the meeting it had not been added to the proposed budget
- c. Status updates on consultant recommendations
  - i. CAMA schedules- Mrs. Harbin informed the Board that no changes had been made to the CAMA schedules she stated that this was something that would be addressed in the pending re-evaluation. The Board asked that this line item remain on the September agenda as old business.
  - ii. Exemption Applications- Mrs. Harbin informed the Board that the Tax Assessors office is following the correct procedures for handling exemption applications. The Board stated that this line item could then be removed for September from old business.

- iii. Home Stead Applications- Mrs. Harbin informed the Board the office staff was following the recommendations from the consultants concerning homestead exemptions and that they would reopen the filing of applications next January for 2016. The Board stated that this line item could then be removed for September from old business.
- iv. Mobile Home Valuation- Mrs. Harbin informed the Board that Mrs. Marshall had gathered all possible prebill mobile home information and that the Prebill mobile homes would be ready for NADA values for 2016. Mrs. Harbin informed the Board that Mr. Leonard had organized the mobile homes for Real Property into a binder and added the coordinating title information provided by the Tax Commissioners office. She also noted that Mrs. Marshall is working diligently to add the information to the CAMA system in the 2016 future year folder so that the NADA values can be applied once we roll over into the 2016 year. On the mobile homes that we do not have all necessary information on Mrs. Marshall is sending letters requesting more information along with a form for the taxpayer to enter the information on. Mrs. Harbin stated that Mrs. Marshall says the responses to the letters are slow. Vice-Chairman Coffee requested a percentage complete. Mrs. Harbin told the Board that she would get with Mrs. Marshall and provide a percentage for the September meeting. The Board asked that this line item remain as old business for September.
- v. Marine Personal Property- Mr. Deen from M.W. consulting stated that he and Mrs. Marshall had spoken very briefly about this. The Board asked that we follow up and report back in September with a plan for handling of Marine Personal property for 2016. This line item will also remain for September.

5. New Business

- A. Mrs. Harbin presented the Board with the must updated running copy of the 2015 value report. The value report is attached and made a part of these minutes.
- B. Mrs. Harbin provided the Board with the most recent budget report from the County Commissioners office through June of 2015.
- C. Appeals - Mrs. Harbin presented the Board with the 2015 appeal list of all appeals that were forwarded to the Board of Equalization on August 3, 2015. Mrs. Harbin informed the Board that the BOE had met and were planning to schedule the hearings on September 16<sup>th</sup> and 23<sup>rd</sup> beginning at 1pm.
- D. Homestead Applications - None
- E. Certificates of Eligibility for BOA members – Mrs. Harbin informed the Board that the Department of Revenue had forwarded her a copy of the Certificates of eligibility for the Board

members. It was noted that these needed to be placed in the BOA meeting room in plain sight. Mrs. Harbin stated that she would get this done. It was also noted that inadvertently the BOC had two of the BOA members terms ending on the same year and that Mrs. Harbin had addressed that with the Board and they would be extending the appointment of one of the two Board members in question next month.

F. Consulting Contract with MW Consulting- A motion was made by Vice-Chairman Coffee to enter into contract with M.W. Consulting for a six month period beginning August 1, 2015. Chairman Hendricks seconded the motion. There was no further discussion. The motion carried 3-0-0.

G. Recommendations from M.W. Consulting -Mr. Deen address the issue of the Howard estate property. His recommendation was that the Board add an additional 20 acre parcel for 2015 and leaving the record in place until the time that the Howard/Harbin dispute was settled and notating on the record that this was the 20 acre that was in dispute. It was also recommended that the FMV that was placed on the property represent that of the CUV values since the Howard and the Harbins both have their parcels in Conservation.

#### H. Conservation Use

i. Mrs. Harbin presented the Board with two conservation use agreements for the Oak Mountain parcels that were under appeal. OAKM-000-0001 and OAKM-000-0025. Vice-Chairman Coffee made a motion to approve the applications and Ms. Cook seconded the motion. There was no further discussion and the motion carried 3-0-0.

ii. There were no Conservation releases this month

#### I. Forest Land Protection Act

i. None

ii. None

#### J. Member Matters –

i. Chairman Hendricks requested that the office staff write a list of their day to day job duties and provide that via email to the Board Members.

ii. Mrs. Harbin informed the Board that a county email address had been set up for Chairman Hendricks and she inquired as to whether the other Board members would like one as well. They both indicated that they would. Mrs. Harbin stated that she would handle that the following day.

iii. The issues of the supplement were brought up by Vice-Chairman Coffee he asked that we follow up with the BOC office and the county attorney about that. Mrs. Harbin stated that she would get with Carol Ison from the BOC and address the issue.

iiii. Mrs. Harbin informed the Board that she had sent in the applications for membership to the GAAO as requested last month by Vice-Chairman Coffee.

K.. Digest Submission Packet

Mrs. Harbin presented the 2015 digest submission packet for Chairman signature. The Tax Commissioners office will take this packet with them when they submit the 2015 digest to the Department of Revenue.

L. Appearances

i. Loraine Bishop from the Tax Commissioners office addressed the Board with her concerns about the 2015 digest conversion and the fact that the Board had notified the Tax Commissioners office that for 2016 they would not be budgeting the digest conversion. Mr. Deen from M.W. Consulting told Ms. Bishop that statutorily the digest conversion was the responsibility of the Tax Commissioners office. The Board of Assessors agreed.

M. Advertising for the Chief Appraiser Position- Chairman Hendricks informed the Board that Vice-Chairman Coffee would be taking the lead on advertising for the position. At this time it has not been posted.

N. Appointment of Interim Chief Appraiser- A motion was made by Dan Coffee to appoint Lauren Harbin Interim Chief Appraiser. Ms. Cook seconded the motion. Chairman Hendricks agreed. There was no further discussion. The vote passed 3-0-0.

O. At 6:21 pm Vice-Chairman Coffee made a motion to go into executive session to discuss personnel matters, Chairman Hendricks seconded the motion, Ms. Cook agreed, there was no further discussion the Board went into executive session. At 7:35pm the Board returned from executive session. Personnel matters were discussed and no motions were made.

P. Announcements

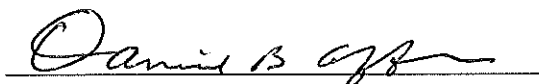
i. Next scheduled meeting is on September 8, 2015

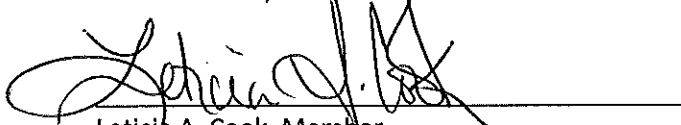
O. Adjournment

Chairman Hendricks made a motion to adjourn and Vice-Chairman Coffee seconded the motion, there was no further business. So Carried meeting adjourned at 7:45 pm. The vote passed 3-0-0.

Submitted by Lauren A. Harbin, Secretary

  
Ronnie M. Hendricks, Chairman

  
Daniel B. Coffee, Vice-Chairman

  
Leticia A. Cook, Member