



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

January 12, 2016

TAX OFFICE ANNEX

4:30pm

AGENDA

1. Call to Order
2. Election of Officers
3. Approval of Minutes
 - A. December 8, 2015
4. Public Comment
 - A. Appearances
5. Old Business
 - A. Status update on consultant recommendations
 - i. CAMA Schedules – Land schedule Contract - GMass
 - ii. Mobile Home Valuation- Prebill digest submitted to Tax Commissioners office, and real property Mobile Homes are underway
 - iii. Marine Personal Property – Will be covered when Personal Property Return forms are sent see line item H.
6. New Business
 - A. Value Report
 - B. Error and Releases
 - C. Budget Report
 - D. Homestead Applications
 - E. Conservation Use
 - i. Applications
 - ii. Releases

TALBOT COUNTY BOARD OF TAX ASSESSORS

38 South Jefferson Ave • PO BOX 337

Talbotton, Georgia 31827

F. Forest Land Protection Act

i. Applications

ii. Releases

G. Members Matters

H. Authorization to mail and process Personal Property Return Forms

I. Updated Office Policy

J. Executive Session

i. Personnel Issues

K. Announcements

i. Next scheduled meeting is tentatively Tuesday February 9, 2016

L. ` Adjournment



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38 South Jefferson Ave
PO BOX 337
Talbotton, GA 31827
(706) 665-3377

Board of Assessors Meeting Minutes January 12, 2016

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

The meeting was called to order by Chairman Ronnie M. Hendricks at 4:30pm at the Tax Annex. A quorum was present including the following: Ronnie M. Hendricks, Daniel B. Coffee, Lauren A. Harbin, Secretary, Leticia Cook entered at 4:38pm.

2. Election of Officers

Daniel Coffee motioned to name Ronnie Hendricks Chairman of the Board of Assessors. Mr. Hendricks accepted. Ms. Cook agreed. Ronnie Hendricks motioned to name Daniel Coffee Vice-Chair. Ms. Cook agreed. Daniel Coffee made the motion to name Lauren Harbin Secretary to the Board of Assessors. Chairman Hendricks and Ms. Cook agreed. All Carried 3-0-0.

3. Approval of December 8, 2015 minutes

A motion was made by Vice-Chairman Coffee to approve the minutes from December 8th as presented, Chairman Hendricks seconded the motion, there was no discussion the motion carried 2-0-0.

4. Public Comment

- a. Appearances – NONE

5. Old Business

- a. Status updates on consultant recommendations

- i. CAMA schedules- Mrs. Harbin informed the Board that the Land Reval with GMass was under way. She also stated that Mr. Reese from GMass will be coming to Talbot County on the 14th to begin Timber review.
- ii. Mobile Home Valuation- Mrs. Harbin informed the Board that the Prebill MH had been turned over for billing per the motion from last month's meeting. She also told the Board that the Real Property Mobile Homes revaluation was underway.
- iii. Marine Personal Property- this line item will be handled with the mailing and processing of the Personal Property Return forms.

6. New Business

A. Value Report-None

B. Error and Releases – Mrs. Harbin presented the Board with Error and Release statements that needed approval. Chairman Hendricks signed the applicable Error and Release forms.

C. Budget Report – Mrs. Harbin provided the Board with the Budget report provided by the County Commissioners office through November 30, 2015.

D. Homestead Applications – Homestead applications for 2016 were presented for Willie Harris (S1), Monroe Biggs (S5), George Youngblood (S4), David Wright (S1), Shirley Bloodworth (S3), Stephen Lake (S1)

E.. Conservation Use – A motion was made by Ms. Cook to approve the Conservation use applications as presented by the Chief Appraiser. Vice-Chairman Coffee seconded the motion. Chairman Hendricks agreed. Carried 3-0-0

i. Applications- 007-170-19, 007-112-05, 005-122-53-A, 006-250-01-F, 007-172-14-01, 007-172-30, 007-156-11-01, 007-071-09-A, 007-108-20, 005-141-01, 005-141-02, 005-118-03, 005-157-28, 005-120-42, 007-227-07-C, 005-011-07-07, 005-011-07-05, 005-011-07-06, 005-011-07-03, 005-011-07-09, 005-011-07-08A, 005-011-07-04, 007-110-09-C, 007-112-06, 005-143-45-A, 005-122-92-06, 005-013-01-05, 007-075-32-A, 007-106-08-B, 007-174-17, 007-071-06-A, 006-277-13, 005-114-24-03, 005-007-10, 005-005-42, 007-114-11-B, 005-021-35, 007-172-16

ii. Releases- 005-143-45-A01,

F. Forest Land Protection Act

i. Applications -None

ii. Releases - None

G. Member Matters –

i. Mrs. Harbin informed the Board that a letter needed to be written delegating the TAFT appeals to the Tax Commissioners office. Vice-Chairman Coffee made a motion for Mrs. Harbin to write a letter to that effect, and Chairman Hendricks seconded the motion, Ms. Cook was in agreement, So Carried 3-0-0.

ii. The Board discussed the idea of asking the County Commissioners to require a survey to be on file anytime land changes ownership. Chairman Hendricks requested that Mrs. Harbin procure similar requirements from other counties and to prepare a letter the Board of Commissioners and it will be reviewed at the February meeting.

iii. Vice-Chairman Coffee inquired about the budget cycle timeline. Ms. Harbin advised that the proposed budget is typically due to the County Manager sometime in March each year. All agreed that a special called meeting or budget work session needs to be scheduled in February when Ms. Harbin has a proposed FY 2017 budget ready for detailed analysis and review.

H. Authorization to mail and process Personal Property Return Forms- Ms. Cook made a motion for Ms. Marshall to mail and process all Personal Property Returns, Vice-Chairman Coffee seconded the motion. Chairman Hendricks agreed. So Carried 3-0-0.

I. Updated Office Policy – Mrs. Harbin informed the Board that the GAAO is in the process of submitting a Updated Office Policy and Procedure Manual for all County Assessors offices, and she recommends waiting on the final release and adapting that for Talbot County, everyone was in agreement, So this line item was tabled.

J. Executive Session – There was no executive session


K. Announcements

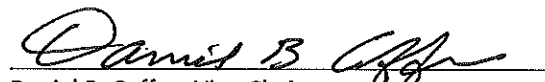
i. Next scheduled meeting is tentatively scheduled for Tuesday February 8, 2016

L. Adjournment

A motion was made by Ms. Cook to adjourn the meeting at 5:34pm. Vice-Chairman Coffee seconded the motion, Chairman Hendricks was in agreement there was no discussion the motion carried 3-0-0.

Submitted by Lauren A. Harbin, Secretary


Ronnie M. Hendricks, Chairman


Daniel B. Coffee, Vice-Chairman

Leticia A. Cook, Member