



TALBOT COUNTY

Board of Tax Assessors

Ronnie M. Hendricks, Chairman
Daniel B. Coffee, Vice-Chair
Leticia A. Cook, Member
Lauren A. Harbin, Secretary

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Board of Assessors Meeting Minutes July 11, 2016

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

The meeting was called to order by Chairman Ronnie M. Hendricks at 4:31pm 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.

Vice-Chairman Coffee made a motion to amend the agenda to add the approval of the minutes for the called meeting of the Board of Assessors on June 22, 2016. Ms. Cook seconded the motion. There was no further discussion. Motion passed 3-0-0

2. Approval of minutes

- a. A motion was made by Vice-Chairman Coffee to approve the minutes from the regular monthly meeting on June 13th as presented, Ms. Cook seconded the motion, there was no discussion the motion carried 3-0-0.
- b. A motion was made by Vice-Chairman Coffee to approve the minutes from the called meeting on June 22nd as presented, Ms. Cook seconded the motion, there was no discussion the motion carried 3-0-0.

3. Public Comment

- a. Appearances -- NONE

4. Old Business - None

5. New Business

- A. Value Report- Mrs. Harbin presented the Board with the 30 day notice report, it will be included in the minutes.
- B. Error and Releases --An error and release was presented and signed by the Chairman upon recommendation of the Chief Appraiser for Wanda Cook.
- C. Appeals Waiver - Appeals waivers were presented for Danny Redding, Harris Corp, and Cynthia Jones
- D. Appeal Update -- Mrs. Harbin presented the Board with an appeals report listing all active appeals for 2016. This report will be made part of the minutes.
- E. Budget Report -- Mrs. Harbin indicated to the Board that she had not received an updated budget report from the County Commissioners office at this time.

F. Homestead Applications – Homestead applications for 2017 were presented for Gary Davis “S4”, and Emma Denson ‘S4’”. A motion was made by Vice-Chairman Coffee to approve Homestead applications as presented Chairman Hendricks seconded the motion. The vote passed 3-0-0.

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

i. Applications- 007-231-10, 005-153-07-B, 007-102-10-B, 007-102-10-B01, 005-013-05-I, 005-011-31-B, 005-139-07, 007-211-17-A, 005-114-09-C, 005-114-09, 006-254-10, 005-003-69-A, 007-083-10, 007-108-09, FLIN-AA-13

ii. Releases- None

H. Forest Land Protection Act - A motion was made by Ms. Cook to approve the Conservation use applications & releases as presented by the Chief Appraiser. Vice-Chairman Coffee seconded the motion. Carried 3-0-0

i. Applications -007-043-04-01

ii. Releases - None

I. Members Matters – Chairman Hendricks informed the Board that he had been contacted by Carol Ison, the County Manager with concerns from the County Commissioners about the supplement for the BOA secretary. Mrs. Harbin explained to the Board of Assessors that she does secretarial work prior to the office opening in the mornings, on her lunch break, or after the office closes in the afternoon. She also explained to them that she keeps a separate log of days and time spent doing secretarial work for the Board of Assessors. The Board encouraged Mrs. Harbin to continue keeping a reference log and to ensure she was only doing the secretarial work for the Board of Assessors outside of regular business hours.

J. Field Appraiser / Personal Property Auditor Job Opening – Mrs. Harbin gave a status update on the job opening. The advertisement ended July 1, 2016 and interviews have been scheduled for the 2 applicants on July 12, 2016 at 4:30 pm & 6:00 pm.

K. Updated Office Policy – Mrs. Harbin presented the Board with the Policy Book that has been put together for Tax Assessors Office Policies, by the Georgia Association of Assessing Officials. Mrs. Harbin asked the Board to review the recommended policies and to consider implementing these policies as the current Office Policy for the Talbot County Tax Assessors Office.

L. Executive Session –

i. Personnel Issues -At 5:40 pm Vice-Chairman Coffee motioned to enter executive session. Ms. Cook seconded the motion. So Carried 3-0-0. At 6:06 pm Vice-Chairman Coffee motioned to exit executive session. Ms. Cook seconded the motion. So Carried 3-0-0, the Board discussed the

interview process and finalized the selection rating guide, no decisions were made.

Chairman Hendricks recommends the Chief Appraiser send an email summarizing the interview process and the applicants and make a recommendation to the Board of Assessors on the applicant selection. Once the Board responds to the email the Chief Appraiser should extend a job offer to the selected applicant and begin the hiring process.

N. Announcements

i. Next scheduled monthly meeting is tentatively Tuesday August 2, 2016

a. The tentative meeting date was changed to August 2, 2016 due to scheduling conflicts with Board members.


N. Adjournment -A motion was made Chairman Hendricks to adjourn the meeting at 6:11 PM.

Vice-Chairman Coffee seconded the motion. Ms. Cook agreed. There was no further discussion 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