

TALBOT COUNTY

Board of Tax Assessors

talbottax.com
706.666.8877 phone
706.666.8188 fax

311 S. Jefferson Ave.
PO BOX 487
Tallapoosa, GA 31087

MONTHLY MEETING

May 8, 2017

TAX OFFICE ANNEX

4:30 pm

AGENDA

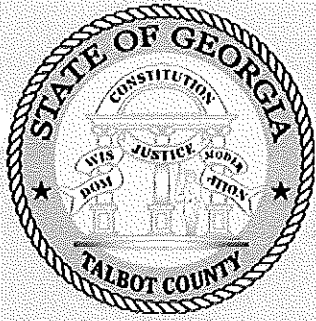
1. Call to Order
2. Approval of Minutes
 - A. April 10, 2017
3. Approve Agenda, and any additions
4. Public Comment
 - A. Appearances
5. Old Business
 - A. Reevaluation Update
 - B. Oliver Logging, Personal Property
6. New Business
 - A. Value Report
 - B. Approval for Mailing of 2017 Assessment Notices
 - C. Error and Releases
 - D. Budget Report
 - E. Homestead Applications for 2018
 - F. Office Furniture Quote and Plans
 - G. Conservation Use
 - i. Applications
 - ii. Releases
 - H. Forest Land Protection Act

Daniel B. Coffee, Chairman

Jon G. Hale, Jr., Vice-Chairman

Leticia A. Cook, Member

Lauren A. Harbin, Chief Appraiser



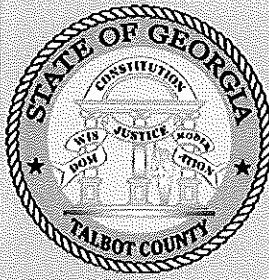
TALBOT COUNTY

Board of Tax Assessors

talbottax@gmail.com
706.866.3577 phone
706.866.3733 fax

38 S. JOHNSON AVE.
PO BOX 387
Talbotton, GA 31327

- i. Applications
- ii. Releases
- I. Members Matters
- J. Executive Session
 - i. Personnel Issues
- K. Announcements
 - i. Next scheduled monthly meeting is tentatively _____ June ____, 2017.
- L. Adjournment



TALBOT COUNTY

Board of Tax Assessors

706.666.3577 phone
706.666.9166 fax

38 S. Jefferson Ave.
PO BOX 337
Talbott, GA 31827

Daniel B. Coffee, Chairman
Jon G. Hale, Jr., Vice-Chairman
Leticia A. Cook, Member
Lauren A. Harbin, Secretary

Board of Assessors Meeting Minutes May 8, 2017

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

The meeting was called to order by Chairman Dan Coffee at 4:32 pm at the office of the Talbot County Board of Tax Assessors. A quorum was present including the following: Daniel B. Coffee, Jon Hale, Leticia Cook, and Lauren A. Harbin, Secretary. Terry McCormick from GMass was also in attendance.

2. Vice-Chairman Hale made a motion to approve the April 10, 2017 minutes as presented. Ms. Cook seconded the motion. There was no discussion. The motion passed 3-0-0.

3. Vice-Chairman Hale made a motion to approve the agenda as presented. Ms. Cook seconded the motion. There was no discussion. The motion passed 3-0-0.

4. A. Appearances-
NONE

5. Old Business

A. Terry McCormick from GMass updated the Board on the finalization of the reevaluation project. Documents were provided with concern to ratio studies, and schedules. Vice-Chairman Hale made a motion to apply the findings from GMass as recommended by Mr. McCormick as well as the Chief Appraiser. Ms. Cook seconded the motion. There was no further discussion. The motion passed 3-0-0. Those will be made a part of these minutes.

B. The Board reviewed the memo from Mrs. Harbin concerning Oliver Logging, Personal Property account for digest year 2015 following the appearance from Mr. Jordan at the monthly meeting in April. Vice-Chairman Hale made a motion to accept the recommendation from Mrs. Harbin. Ms. Cook seconded the motion. The Board then asked Mrs. Harbin to prepare a letter explaining the Board position to Mr. Oliver. The motion passed 3-0-0.

7. New Business

A. Value Report – None

B. Vice-Chairman Hale made a motion to approve the mailing of the Real and Personal notices of assessment for the 2017 digest year. Ms. Cook seconded the motion. There was no discussion. The motion passed 3-0-0.

C. Vice-Chairman Hale made a motion to approve the error and releases for accounts 2075, 2078, 5020, 7709, 1572 as presented. Ms. Cook seconded the motion. There was no discussion. The motion passed 3-0-0.

D. Budget Report – Mrs. Harbin provided the Board with the most current budget report

provided by the Board of Commissioners for the month of February.

E. Homestead Applications for 2018 – The Board reviewed the homestead applications, and Vice-Chairman Hale made a motion to approve them as presented. Ms. Cook seconded the motion. The motion carried 3-0-0. Homestead applications were approved for the following accounts: TALB-11-03 'S1', 007-219-02-A 'S4', 007-219-57 'S4', 007-172-02-13A 'S4', 005-122-55-D 'S4', 007-213-22 'S1'

F. Mrs. Harbin shared with the Board the plans and quote received for the office furniture and conference tables. Chairman Coffee advised Mrs. Harbin to continue coordinating these efforts with the County Manager.

I. Conservation continuations and renewals were reviewed by the Board and Vice-Chairman Hale made a motion to approve them as presented. Ms. Cook seconded the motion. The motion carried 3-0-0. There was no further discussion. The covenants approved are as follows:

| | | | |
|-------------|-------------|--|--|
| 005-120-37E | 005-120-37D | | |
|-------------|-------------|--|--|

J. Forest Land Protection- None

K. Member Matters – Ms. Cook noted that the office letter head had not been updated to reflect Ayanna Smith gaining her Appraiser I certification and asked Ms. Harbin to please make that change. Upcoming training and education needs were discussed. The 2017-2018 schedule from DOR has not yet been released. Ms. Smith, Mr. Leonard, and Chairman Coffee as have upcoming training scheduled. A motion was made by Vice-Chairman Hale to approve all training and travel for these employees. Ms. Cook seconded the motion. There was no further discussion. The motion passed 3-0-0.


L. Ms. Cook made a motion to enter executive session to discuss personnel matters at 6:09pm. Vice-Chairman Hale seconded the motion and the Board went into executive session. Employee performance reviews were discussed, Mrs. Harbins PMF was complete by the Board and no motions were made. Ms. Cook made a motion to enter regular session at 6:20pm. Vice-Chairman Hale seconded the motion. So carried 3-0-0.

J. The tentative date of Monday June 19 2017 was set for the next monthly meeting at 4:00pm.

K. A motion was made to adjourn the meeting at 6:23pm by Vice-Chairman Hale. Ms. Cook seconded the motion and there was no further discussion. The motion passed 3-0-0.

Submitted by Lauren A. Harbin, Secretary


Daniel B. Coffee, Chairman


Jon G. Hale, Jr, Vice-Chairman


Leticia A. Cook, Member