

TALBOT COUNTY

Board of Tax Assessors

talbottax@gmail.com
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88 S. Jefferson Ave.
PO BOX 387
Talbotton, GA 31027

MONTHLY MEETING

April 23, 2018

TAX OFFICE ANNEX

4:30 pm

AGENDA

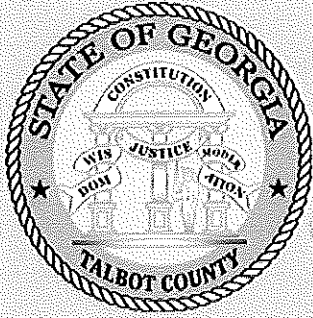
1. Call to Order
2. Approve Agenda, and any additions
3. Approval of Minutes
 - A. March 12, 2018
 - B. March 29, 2018 Workshop
4. Public Comment
5. Old Business- None
6. New Business
 - A. Error and Releases
 - B. Budget Report
 - C. FY 2018-2019
 - i. Budget Preparation
 - D. Vacancy Status
 - E. Resolution for Digest Corrections from Board of Commissioners
 - F. Personal Property Processing Contract Update
 - G. Approval of 2018 FLPA Index from the Department of Revenue
 - H. Approval of 2018 FLPA Land Productivity Values from the Department of Revenue
 - I. Approval of 2018 CUVA Land Productivity Values from the Department of Revenue
 - J. Approval of 2018 Owner Harvest Timber Values from the Department of Revenue
 - K. Review of Preliminary Digest for 2018

Daniel B. Coffee, Chairman

Jon G. Hale, Jr., Vice-Chairman

Leticia A. Cook, Member

Lauren A. Harbin, Chief Appraiser



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38 S. Jefferson Ave.
PO BOX 467
Tallapoosa, GA 31827

L. Approval for Printing of 2018 Assessment Notices (target date May 9, 2018)

M. Appeal Update

i. Completed

ii. Pending

a. 723 21st Place Investments, LLC

iii. Appealed to Superior Court

N. DOR Annual Report

O. Homestead Applications for 2018

P. Exempt Property Applications

Q. Conservation Use

i. Applications

ii. Releases

R. Forest Land Protection Act

i. Applications

ii. Releases

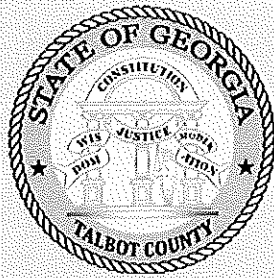
S. Members Matters

T. Executive Session

U. Announcements

i. Next scheduled monthly meeting is tentatively _____ May __, 2018.

V. Adjournment



TALBOT COUNTY

Board of Tax Assessors

DISBURSEMENT UNIT
(910) 321-1100

315 S. HIGHWAY 170
PO BOX 487
TALBOT COUNTY, GA 31023

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

Board of Assessors Meeting Minutes April 23, 2018

1. The meeting was called to order by Chairman Coffee at 4:33 pm at the office of the Talbot County Board of Tax Assessors. A quorum was present including the following: Daniel B. Coffee, Leticia A. Cook and Lauren A. Harbin, Secretary. Vice-Chairman Hale was unable to attend
2. Chairman Coffee requested that the compensation policy be added to the agenda as a follow up to the Board Workshop held March 27th. Ms. Cook made a motion to approve the agenda with the recommended addition. Chairman Coffee seconded the motion. It was decided this addition would be added after members matters. The motion passed 2-0-0.
3. Ms. Cook made a motion to approve the minutes from the March 12, 2018 meeting. Chairman Coffee seconded the motion. There was no further discussion. The motion passed 2-0-0. Ms. Cook made a motion to approve the minutes from the March 29, 2018 budget workshop. Chairman Coffee seconded the motion. There was no further discussion. The motion passed 2-0-0.
4. There was no public comment.
5. There was no old business.
6. New Business
 - A. Error and Releases- The Board of Assessors approved the Error and Releases, as presented with Ms. Cook making the motion and Chairman Coffee offering the second. Mrs. Harbin gave the Board a brief review of the Error and Releases presented. The motion passed 2-0-0.
 - B. Budget Report – Mrs. Harbin presented the Board with the budget report through March 31, 2018 as received from the Commissioners Office. The Board reviewed expenditures. There were no concerns.
 - C. Chairman Coffee shared with the Board that he had emailed the budget that was proposed during the March 29, 2018 workshop to the County Manager for the consideration of the Board of Commissioners.
 - D. The current vacancy status was discussed and it was decided that Chairman Coffee would coordinate with the County Manager to provide a status update on the findings of the salary study and to recommend proceeding with the re-advertisement of the vacancy.
 - E. Mrs. Harbin was pleased to inform the Board that at the April meeting of the Board of Commissioners the resolution for digest corrections was approved and signed. It has been added to the current policy manual.

F. Mrs. Harbin updated the Board that the personal property processing contract has been completed and that all returns have been worked and entered into the CAMA system. All personal property accounts where returns were not filed were depreciated appropriately.

G. A motion was made by Ms. Cook to approve the 2018 FLPA Index of 1.025 as indicated by the Department of Revenue. Chairman Coffee seconded the motion. There was no further discussion. The motion passed 2-0-0.

H. A motion was made by Ms. Cook to approve the 2018 FLPA Land Productivity Values as indicated by the Department of Revenue. Chairman Coffee seconded the motion. There was no further discussion. The motion passed 2-0-0.

I. A motion was made by Ms. Cook to approve the 2018 CUVA Land Productivity Values as indicated by the Department of Revenue. Chairman Coffee seconded the motion. There was no further discussion. The motion passed 2-0-0.

J. A motion was made by Ms. Cook to approve the 2018 Owner Harvest Timber Values as indicated by the Department of Revenue. Chairman Coffee seconded the motion. There was no further discussion. The motion passed 2-0-0.

K. Mrs. Harbin indicated to the Board that the Preliminary Digest was not quite ready for review at this time. All field work for the 2018 NOA has been completed. The office staff is working through Data Edit queries prior to the printing of Notice of Assessments.

L. Mrs. Harbin informed the Board that her target date for the mailing of Assessment Notices is May 9, 2018 but that they may possibly be ready before that date. Mrs. Harbin then asked the Board of Assessors for approval to print and mail the Notices. A motion was made by Ms. Cook to approve the printing and mailing of the notices at the Chief Appraisers discretion. Chairman Coffee seconded that motion. There was no further discussion. The motion passed 2-0-0.

M. Mrs. Harbin updated the Board on the pending appeals. At this time the only pending appeal is for the Conservation breach on 723 21st Place investments property previously owned by Barry Harbin. At the current time the appeal administrator is awaiting reappointment of BOE members by the grand jury. The grand jury met in March and appointed members and training has either been scheduled or completed. Mrs. Dillingham the appeal administrator anticipates scheduling the hearing in approximately 4 weeks.

N. Mrs. Harbin stated that the DOR annual report listed for this line item on the agenda was left inadvertently from the March meeting and needs to be omitted.

O. Homestead Applications for the current period were reviewed and approved or denied accordingly. Ms. Cook made the motion to approve the applications with the exception of the application from Manchester Farms LLC and Chairman Coffee seconded the motion. Ms. Cook then made a motion to deny the application for Manchester Farms LLC due to the ownership requirement for homestead. Chairman Coffee seconded the motion. There was no discussion. The motions passed 2-0-0. List of applicants attached.

P. An exempt property application was submitted by Mike Bucker for The Patsiliga Musuen and surrounding property on tax parcel number 007-045-17-A. Mrs. Harbin presented the Board with the application and informed the board members that she had spoken with Kenny Colson from the Department of Revenue as well as Joe Adams concerning the museum and surrounding improvements and acreage as to their qualification for the exemption, and both DOR agents agreed that the property did meet the test for exemption. A motion was made by Ms. Cook and seconded by Chairman Coffee to approve the application as presented. Chairman Coffee inquired as to zoning concerns and Mrs. Harbin stated that she had contacted zoning concerning the fact that the deed filed in deed book 426 on page 96, omits the residential improvement as well as the ground upon which it is situated which leaves it landlocked and without an easement for access. The motion passed 2-0-0.

Q. Conservation Use

i. Conservation continuations were reviewed by the Board and Ms. Cook made a motion to approve as presented. Chairman Coffee seconded the motion. The motion carried 2-0-0. A listing of the Covenants is attached.

ii. Releases -- None

R. Forest Land Protection

i. Applications for FLPA covenants were reviewed by the Board and Ms. Cook made a motion to approve the application as recommended and Chairman Coffee seconded the motion. The motion carried 2-0-0. A listing of the Covenants is attached.

ii. A release of FLPA was presented to the Board for a parcel that was purchased by the State of GA. Ms. Cook made a motion to approve the release. Chairman Coffee offered the second. The motion passed 2-0-0. There was no further discussion.

S. Chairman Coffee reminded Mrs. Harbin that she needs to complete her performance self-evaluation.

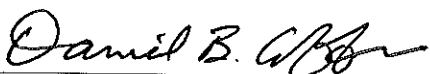
T. As noted above, the compensation policy was added to the agenda for review and discussion. Chairman Coffee reminded the Board that no action was taken at the Budget Workshop on March 27th since the meeting was simply a workshop. He reminded the Board of the salary survey and market analysis findings by the Chief Appraiser discussed in detail at the workshop. One recommendation presented was to reward attainment of the Appraiser Level I certification in an effort to adjust our target minimum salaries for the appraiser designations. Ms. Cook made a motion to amend the current compensation policy to reflect a 5% step increase when moving from the Appraiser Technician designation up to the Appraiser I designation. It was discussed that this proposed action will result in shifting the target minimum salary ranges by 5% for the Appraiser I to Appraiser IV designations. The motion passed 2-0-0.

U. There was no executive session.

V. The next scheduled regular monthly meeting is tentatively Monday May 21, 2018 at 4:30pm.

X. A motion was made to adjourn the meeting at 6:41 pm by Ms. Cook. Chairman Coffee seconded the motion and there was no further discussion. The motion passed 2-0-0.

Submitted by Lauren A. Harbin, Secretary



Daniel B. Coffee, Chairman

Jon G. Hale, Jr. Vice-Chairman

Leticia A. Cook, Member

Homestead Exemption Application
~~04/23/18~~ 4, 23, 18

Parcel	Owner	Exemption	Recommendation
007-21501 C	Kenneth R & Elizabeth A Gibson	S1	APPROVE
WOOD23 01	Henry G Grier	S5	APPROVE
007-21338	Deborah Renee Johnson	S3	APPROVE
JUNC02 K	Albert Smith Jr.	S4	APPROVE
GPND14	Fred Y & Cheryl W Okamoto	S1	APPROVE
007-11406 C	Robert M Daniel Jr	S1	APPROVE
005-01133 11	Jesse N & Carol A Walker	S4	APPROVE
005-01502 14	Vicki Lund	S1	APPROVE
005-11017	Sandra G Sansbury	S4	APPROVE
007-22915	Andre McDowell	S1	APPROVE
005-11002 B	Manchester Farms LLC	S1	DENY
GPND03	Christopher L Isenhour	S1	APPROVE
007-23217	Emma J Huff	S4	APPROVE
005-14303 D	Gary & Patricia Johnson	S4	APPROVE
005-14329 A	Mattie D Stringer	S3	APPROVE
005-12010 B	Peggy A O'neal	S4	APPROVE
TALBNSD 09	Archie & Annie Epps	S3	APPROVE
005-14317 F	Charlotte R Carter	S4	APPROVE
007-21930	Arlene Thomas	S3	APPROVE
007-21931	Willie Bell Bussey	S4	APPROVE
005-12632	Tommie Lee & Irene Lamar	S4	APPROVE

CUVA/FLPA Applications

Parcel	Owner	Covenant Type CUVA/ FLPA	New, Renewal, Continuation	Recommendation
005-11815 03	Robert Matthew Gibson	CUVA	R	APPROVE
007-05311	Mike Buckner, Leisa B Davis J Roger Lumsden	CUVA	R	APPROVE
005-00309	Alvin E King	CUVA	R	APPROVE
007-17239 IN	Mary S Morgan	CUVA	R	APPROVE
007-17239 OUT		CUVA	R	APPROVE
007-08333	Cora Neal Leonard Estate	CUVA	R	APPROVE
006-25202	Knotthead Land Investment	FLPA	N	APPROVE
005-01312	Walter D Stinson	CUVA	R	APPROVE
005-01110 N	Joseph & Mary Wilborn	CUVA	R	APPROVE
007-15601 C	Dixon Raines Jordan	CUVA	R	APPROVE
005-13906		CUVA	R	APPROVE
005-15313		CUVA	R	APPROVE
005-13917		CUVA	R	APPROVE
007-10217	Henry Howell	CUVA	R	APPROVE
007-04916 D	Rodney M & James R Posey	CUVA	R	APPROVE
005-01710	William Levi Dickerson III	CUVA	R	APPROVE
005-12039 IN	Augustus Pou IV Persons Henry M Persons Thomas P Persons	CUVA	R	APPROVE
007-07108	Clark Adams	CUVA	R	APPROVE
007-10417	Joe S Roper Jr.	CUVA	R	APPROVE
005-13920	Edward G Akers Jr.	CUVA	R	APPROVE
005-12230	James Anthony Nelson Sr. Brenda Jones Linda Littleton	CUVA	R	APPROVE
007-05116	Samuel E Champion Jr. Jason S Champion	CUVA	R	APPROVE
007-16606 D	Paul E Snyder Shannon L Snyder	CUVA	R	APPROVE
007-16404 IN 007-16404 OUT	Marvin & Wendy Cook	CUVA	C	APPROVE
005-11815 01	Byron O Gibson	CUVA	R	APPROVE
007-22519	Gail Barfield Gandy	CUVA	R	APPROVE
007-10608 A	Fred Richmond Barker Sr. Toniee L Barker	CUVA	R	APPROVE
005-11815 04 005-11815 05	Larry S Gibson	CUVA CUVA	R R	APPROVE APPROVE
007-17220 A 007-17220 B	Paul M & Pamela O Bulloch	CUVA	R	APPROVE
005-01104	J H Willis Estate	CUVA	R	APPROVE
007-21718		CUVA	R	APPROVE
007-08325	Samantha Peavy	CUVA	R	APPROVE

CUVA/FLPA Applications

	Janet Caro Smith Cheryl Lynn Shirey Barbara Peavy			
007-23224	Allen McDowell ETAL	CUVA	R	APPROVE
005-11002 B	Manchester Farms LLC	CUVA	R	APPROVE
005-11003 E	Lamar Wakefield	CUVA	R	APPROVE
007-10813	Robert D Perkerson & Glenda C Trust	CUVA	C	APPROVE
007-17007	Virginia Allen Giddeon	CUVA	C	APPROVE
007-17001		CUVA	C	APPROVE
007-22135 B06	Linda D Riley	CUVA	C	APPROVE
007-22135 B07	Joyce R Biggs	CUVA	C	APPROVE
007-17020	George A Hawkins Etal	CUVA	C	APPROVE
007-17025	Seab Leonard (Heirs of)	CUVA	R	APPROVE
007-22135 B09	Carrie Lee Riley Bruce	CUVA	C	APPROVE
007-11803	J F Alexander Special Trust U/W/O. CT&T Trust Dept	FLPA	RELEASE	APPROVE