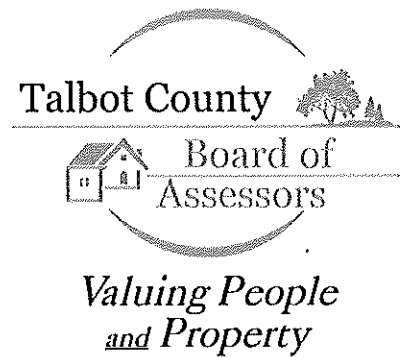


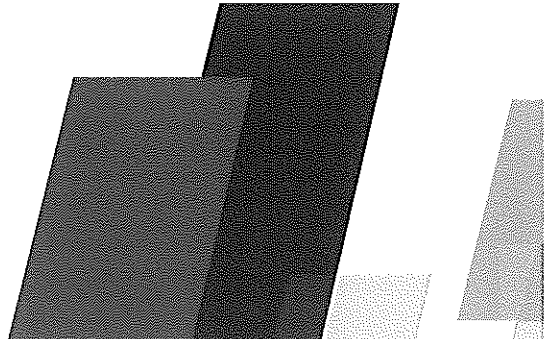
38 South Jefferson Ave.
PO BOX 337
Talbotton, GA 31827

MONTHLY MEETING
January 05, 2021
TAX OFFICE ANNEX
10:00am
AGENDA



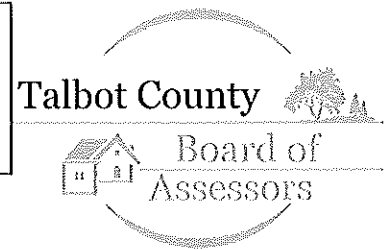
1. Call to Order
2. Election of Officers
3. Approve Agenda, and any additions
4. Approval of Minutes
 - A. December 17, 2020
5. Old Business
 - A. Personal Property Audit
 - B. Schedule Updates
6. New Business
 - A. Error and Releases
 - B. Homestead Applications for 2021
 - C. Chief Appraiser Update
 - a. Prebill Mobile Home Digest
 - b. Personal Property Returns
 - D. Members Matters
 - E. Announcements
 - i. Next scheduled monthly meeting is tentatively _____ February __, 2021.
 - F. Adjournment

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38 South Jefferson Ave.
PO BOX 337
Talbotton, GA 31827

Daniel B Coffee, Chairman
Sandra N. Higginbotham, Member
Omer L. McCants, Member
Lauren A. Harbin, Secretary



Board of Assessors
Meeting Minutes
January 5, 2021

1. The meeting was called to order by Chairman Coffee at 10:02 am at the office of the Talbot County Board of Tax Assessors via Zoom and live stream on YouTube. A quorum was present via teleconference including the following: Daniel B. Coffee, Sandra N. Higginbotham, Omer L. McCants, and Lauren A. Harbin, Secretary.
2. Election of Officers for 2021 was held at this meeting with a motion made by Mr. McCants and was seconded by Mrs. Higginbotham to elect Daniel B. Coffee as Chairman. A motion to elect Sandra N. Higginbotham as Vice Chairman was made by Chairman Coffee and seconded by Mr. McCants. Lauren A. Harbin was elected as Secretary with a motion from Mr. McCants and a second from Vice-Chair Higginbotham.
3. A motion was made by Mr. McCants to approve the agenda. Vice-Chair Higginbotham seconded the No changes were made. The motion passed.
4. Old Business
 - A. Mrs. Harbin presented the Board with the December minutes. Mr. McCants made a motion to approve the minutes. Vice-Chair Higginbotham seconded the motion. The motion passed 2-0-0.
 - B. Mrs. Harbin presented the Board with the status of the Personal Property audits. Due to many business's under audit requesting extensions because of the Holidays there are no audits completed at this time and according to Deen's LLC we will have completed audits for review by the end of January.
 - C. Mrs. Harbin informed the Board that within in the next 2 weeks we should have all of the December sales in and at that time she will send an email to GMass to review the information. She also stated that she has emailed Gregg Reese from GMass in regards to the review. GMass will then be able to provide for us a recommendation on updating the schedules for a 2021 re-

evaluation based on sales. This would be the updates to the schedules that we had put off for 2020 due to the pandemic. Chairman Coffee had concerns to whether there would be additional fees associated with this endeavor. Mrs. Harbin stated that she would make this inquiry and follow up with the Board members.

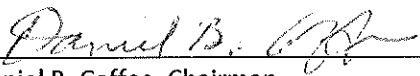
5. New Business

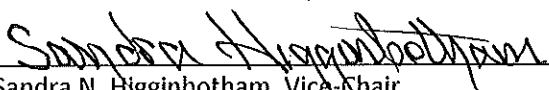
- A. Mrs. Harbin provided the Board with current Error & Release reports for the months of November & December that need approval. A motion was made to approve the Error & Release reports as presented by Mr. McCants and seconded by Vice-Chair Higginbotham. Mrs. Harbin informed the Board that the reports may include error and releases that were approved previously; however, she wanted to ensure none were over looked so these two reports include all error and releases processed during November and December with a reason specified. A copy of these reports will be made a portion of the minutes. The motion passed 2-0.
- B. Mrs. Harbin presented the Board with Homestead Exemption Applications for 2021. Mrs. Harbin recommends all applications for approval except for one that will require additional information for review. A motion was made by Mr. McCants to approve the presented Homestead Exemption Applications with the exception of the one for A Welcome Home LLC until further information is provided. Vice-Chair Higginbotham seconded the motion. The motion passed 2-0.
- C. Chief Appraiser Update
 - a. Mrs. Harbin gave the Board a verbal update on the Prebill Digest. The Prebill Digest was turned over to the Tax Commissioner and their vendor on the afternoon of December 17, 2020 following the meeting and approval earlier that day. Mrs. Harbin verified with the vendor and the Tax Commissioner Office that the files have been received and they have been processed for billing. This was completed in a timely manner approximately 2 to 3 weeks prior to the deadline.
 - b. Mrs. Harbin presented the Board with a verbal update on the Personal Property Returns. The information for returns has been sent to the vendor for preparation and mailing. We should be seeing a proof in the next day or two for approval for them to mailed. We are on schedule with this as well.
- D. In Members Matters Mrs. Harbin informed the Board that she has registered Chairman Coffee for a Digest Review online class for 20 hours which will complete his 40 hours training update.

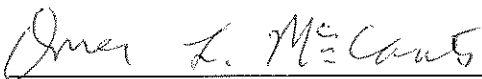
Chairman Coffee noted that he had informed Mrs. Ison the county manager that his term is expiring in February and he will be willing to serve if the Board of Commissioners choses to reappoint him.

- E. The next scheduled monthly meeting of the Board of Assessors will be February 17, 2021 at 10am.
- F. A motion was made by Mr. McCants to adjourn the meeting at 10:32 am. Vice-Chair Higginbotham seconded the motion. The motion carried 2-0-0

Submitted by Lauren A. Harbin, Secretary


Daniel B. Coffee, Chairman


Sandra N. Higginbotham, Vice-Chair


Omer L. McCants, Member