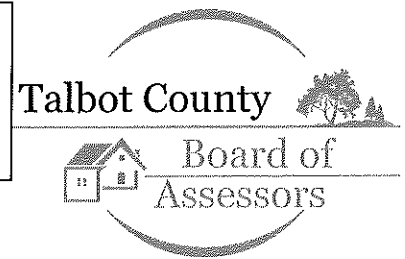


74 West Monroe Street  
PO BOX 337  
Talbotton, GA 31827

Daniel B Coffee, Chairman  
Sandra N. Higginbotham, Member  
Hubert P. Bickley, Member  
Lauren A. Harbin, Secretary



Board of Assessors  
Monthly Meeting Minutes  
October 18, 2022

*Valuing People  
and Property*

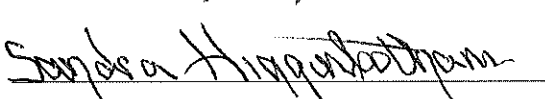
1. The meeting was called to order by Chairman Coffee at 10:05 am at the Tax Assessors Office. A quorum was present including the following: Daniel B. Coffee, Sandra N. Higginbotham, Hubert P. Bickley, and Lauren A. Harbin, Secretary.
2. Vice-Chair Higginbotham offered a motion to approve the agenda as presented. Mr. Bickley offered the second. There was no further discussion. The motion passed 2-0-0.
3. Vice-chair Higginbotham offered a motion to approve the September 13, 2022, regular monthly meeting minutes with a correction to 5.(B.) where September 25 should have been August 25. Mr. Bickley offered the seconded the motion. The motion passed 2-0-0.
4. In old business Mrs. Harbin gave the Board of Assessors an update on the office relocation. Stating that ultimately everything had gone smoothly, and the office reopened to the public on October 6, 2022. She then gave the Board a tour of the facilities. The Board was very impressed, and they expressed they were very pleased with the new location and the layout of the offices.
5. New Business
  - A. Mrs. Harbin presented the Board with the error and releases that had been processed for the month of September and October. Vice-Chair Higginbotham made the motion to approve the changes as presented. Mr. Bickley seconded the motion. There was no further discussion. The motion passed 2-0-0.
  - B. Homestead exemption applications for 2023 were presented to the Board for approval. Upon Mrs. Harbin's recommendation Vice-Chair Higginbotham made a motion to approve the applications as presented. Mr. Bickley seconded the motion. There was no further discussion. The motion passed 2-0-0. A copy of a spreadsheet detailing the homestead applications approved will be made a portion of these minutes.
  - C. Mrs. Harbin requested approval to download the current years NADA values to adjust the values on mobile homes. Vice-Chair Higginbotham made a motion to approve the download. Mr. Bickley seconded the motion. There was no further discussion, the motion passed 2-0-0.
  - D. Mrs. Harbin requested approval to download the current years DNR module and ABOS values to import new boat records from the DNR and adjust the values on boats accordingly. Vice-Chair Higginbotham made a motion to approve the download. Mr. Bickley seconded the motion. There was no further discussion, the motion passed 2-0-0.

- E. In members matters the Board discussed upcoming training and conference dates. Vice-Chair Higginbotham indicated that she would be attending the Exempt properties workshop in Tifton Monday through Wednesday of next week. Mr. Bickley and Chairman Coffee discuss the upcoming training November 14-16 at Callaway Gardens in Pine Mountain. Chairman Coffee also indicated that he had yet to send Mrs. Ison an email concerning the completion of the personal property audit. Mrs. Harbin asked that he copy Mr. Hendricks on that email as well. He also noted that he would let them know the first meeting of the BOA was held at the new facility and the Board was pleased with the renovation. Chairman Coffee praised Mrs. Harbin and her staff with regards to the hard work that went into the move, and the decoration of the new facility. Mr. Bickley also noted that he would be out of town November 1-10.
- F. In the Chief Appraiser update Mrs. Harbin updated the Board on the Appeals Procedures class that she and her staff took the last week of September. She also indicated that Ms. Stiner would be attending two workshops at Callaway the week of November 14.
- G. The Board tentatively set the next scheduled meetings on November 21, December 1, 2022 and January 4, 2023, all will be held at 2:00pm.
- H. A motion was made by Vice-Chair Higginbotham to adjourn the meeting at 10:55 am. Mr. Bickley seconded the motion. The motion carried 2-0-0.

Submitted by Lauren A. Harbin, Secretary

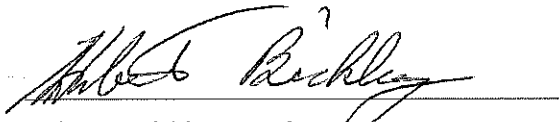
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Daniel B. Coffee, Chairman



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Sandra N. Higginbotham, Vice-Chair



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Hubert P. Bickley, Member