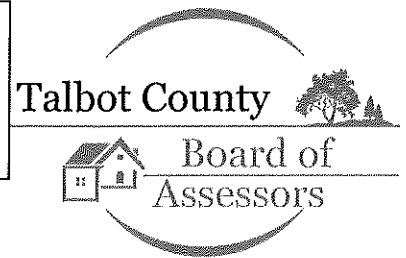


38 South Emerson Ave.
PO BOX 337
Talbotton, GA 31827

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



Board of Assessors
Monthly Meeting Minutes
January 5, 2022

1. The meeting was called to order by Chairman Coffee at 2:01 pm 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. A motion was made by Sandra Higginbotham to nominate Dan Coffee as Chairman of the Board of Assessors. Hubert Bickley seconded the motion. There was no further discussion. The motion passed 2-0-0. A motion was made by Chairman Coffee to nominate Sandra Higginbotham as Vice-Chair. Hubert Bickley seconded the motion. There was no further discussion. The motion passed 2-0-0. Vice-Chair Higginbotham made the motion to appoint Lauren Harbin secretary to the Board of Assessors. Hubert Bickley seconded the motion. Chairman Coffee asked Mrs. Harbin if she had spoken with other staff members to see if they had interest in being secretary, she indicated that she had, and they both said no thank you. The motion passed 2-0-0.
3. Chairman Coffee asked for a motion to approve the agenda. Vice-Chair Higginbotham offered the motion with Mr. Bickley seconding. There was no discussion. The agenda was approved as presented. 2-0-0.
4. Vice-Chair Higginbotham offered a motion to approve the December 14, 2021, agenda as presented to the Board. Mr. Bickley seconded the motion. There was no further discussion. The motion passed 2-0-0.
5. Old Business
 - A. Mrs. Harbin provided the Board with an appeal update. She informed the Board that she had spoken with counsel (Nick Garcia, HBS) and settled Mr. Reynolds appeals after he appealed to Superior Court, and he had signed an appeal waiver and release. She also indicated that the appeal by Ms. Clark-Chappell to Superior Court had been received, that she made the requested adjustment to the assessment where the storage building on joining family property was added to this parcel in error, however, they still wished to continue the appeal. Mrs. Harbin stated she had spoken with counsel on this appeal as well and the Board needed to check their calendars and coordinate dates with Mr. Garcia so a settlement conference notice could be mailed. The Board proposed 3 dates for the conference for Mrs. Harbin to coordinate with counsel. Those dates and times were February 9, 2022, at 2pm, January 19 at 2pm or lastly January 25 at 1pm. Mrs. Harbin told the Board that the Clark property appeal was the only remaining appeal for 2021. Chairman Coffee requested that Mrs. Harbin email him a summary of the number of appeals filed for 2021, with a breakdown.

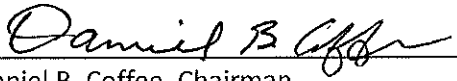
- B. Personal Property Audit – Mrs. Harbin provided the Board with an update on the audit progress, which included a spreadsheet from Deen’s LLC with an audit summary. For January there was a total of 19 audits submitted. There were 6 accounts that had audits resulting in Notices of Assessment, 4 accounts with no changes, and 9 accounts that needed to be deleted. The Board reviewed the submitted audit spreadsheets on the accounts with proposed notices of assessment. Vice-Chair Higginbotham made the motion to approve to Notices of Assessment produced by this round of audit submissions. Mr. Bickley seconded the motion. There was no further discussion. The motion passed 2-0-0.

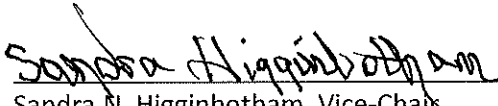
6. New Business

- A. Mrs. Harbin presented the Board with the error and releases that had been processed for the month of December. 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. Mrs. Harbin presented the Board with Homestead applications that had been received. Vice-Chair Higginbotham made a motion to approve them as presented. Mr. Bickley seconded the motion. There was no further discussion. The motion passed 2-0-0.
- C. In the Chief Appraiser update Mrs. Harbin informed the Board that there had been some issues with the server for the group office email, but that they had been corrected and it was back working normally. She also informed the Board that last Wednesday night a storm passed through Talbotton, and the office had some damage to equipment, specifically the telephone system, the networking card in one computer, and the off site back up service. Mrs. Harbin also indicated that the Prebill Mobile Home Digest was turned over to the Tax Commissioners Office and their vendor on December 17, 2021. Mrs. Harbin also sent the files to the Vendor to print the Personal Property returns on December 30, 2021, and they should be mailed before January 7, 2022. Finally, Mrs. Harbin received notice last week that Talbot is up for their 3-year digest review by the Department of Revenue, and she is collecting data for that and will schedule it soon.
- D. In members matters Mr. Bickley indicated that he had completed 40 hours of training and passed the exam with a 96. Chairman Coffee and Vice-Chair Higginbotham offered him congratulations. Chairman Coffee requested that Mrs. Harbin report back to the Board with training status requirements for BOA members and office staff for the upcoming year.
- E. The Board will have the next scheduled monthly meeting on February 9, 2022, at 1:00pm.

- F. A motion was made by Vice-Chair Higginbotham to adjourn the meeting at 3:38 pm. Mr. Bickley seconded the motion. The motion carried 2-0-0.

Submitted by Lauren A. Harbin, Secretary


Daniel B. Coffee, Chairman


Sandra N. Higginbotham, Vice-Chair


Hubert P. Bickley, Member