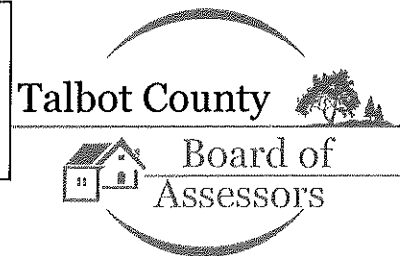


38 South Main Ave.
PO BOX 337
Talbotton, GA 31827

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



Board of Assessors
Monthly Meeting Minutes
March 8, 2022

1. The meeting was called to order by Chairman Coffee at 2:08 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. 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.
2. A. Vice-Chair Higginbotham offered a motion to approve the February 9, 2022, regular monthly meeting minutes. Mr. Bickley seconded the motion. There was discussion about correcting the font on one section. The motion passed 2-0-0.

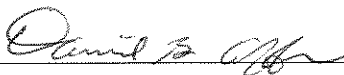
B. Vice-Chair Higginbotham offered a motion to approve the February 9, 2022, settlement conference minutes. Mr. Bickley offered the second. There was discussion concerning clarification on the exiting of executive session. Mrs. Harbin made the change. The motion passed 2-0-0. Vice-Chair Higginbotham offered a motion to approve the February 9, 2022, settlement conference executive session minutes. Mr. Bickley offered the second. There was no further discussion. The motion passed 2-0-0.
3. Old Business
 - A. 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 March there was a total of 14 audits submitted. 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.
4. New Business
 - A. Mrs. Harbin presented the Board with the error and releases that had been processed for the month of February. 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

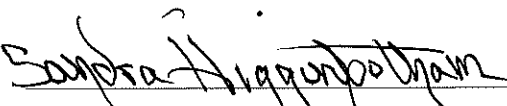
no further discussion. The motion passed 2-0-0. A listing of applicants and recommendations will be made a portion of these minutes.


- C. Conservation Use applications were presented by Mrs. Harbin. She recommended approval for all new, continuations and renewal applications. She also recommended approval for all releases, with the exception of one with unpaid taxes. A listing of parcels and recommendations will be made a portion of these minutes. Vice-Chair Higginbotham made a motion to approve the applications and releases with the exception. Mr. Bickley seconded the motion. There was no further discussion. The motion passed 2-0-0. Vice-Chair Higginbotham made a motion to deny the release with unpaid taxes. Mr. Bickley seconded the motion. There was discussion as to how the unpaid taxes affected releases and new applications. The motion passed 2-0-0.
- D. Forest land protection act applications were presented by Mrs. Harbin. She recommended approval for all presented. A listing of parcels and recommendations will be made a portion of these minutes. Vice-Chair Higginbotham made a motion to approve the application. Mr. Bickley seconded the motion. There was no further discussion. The motion passed 2-0-0.
- E. The workshop to prepare for the upcoming fiscal year budget was discussed. Mrs. Harbin noted that she had not yet received the paperwork from the County Manager. She also indicated that she would be reviewing expenditures and upcoming requests and preparing her proposal. The Board indicated that they would set a date for the workshop at the April meeting unless a more pressing deadline was received. Mrs. Harbin stated she would keep them updated.
- F. In members matters Chairman Coffee informed the Board that he had just attended the Lyons club meeting and that Board of Commissioners Chair Sherlonda Walker was the spokesperson. Chair Walker informed the Lyons club of the progress being made on the new Board of Commissioners office and the relocation of other offices was also discussed. Chair Walker also stated that the TSPLOST would be on the ballot in the upcoming election and that if passed they were hopeful, they could use the funds to widen Chalybeate Springs road as well as other projects. Chairman Coffee also provided Board members with the agenda for the upcoming Forestry workshop in May that the Chamber of Commerce does yearly and invited the office and Board members to attend. There was discussion about upcoming conferences and Chairman Coffee stated that he would like to attend the GAAO Summer Conference in Jekyll Island. Chairman Coffee as well as the other Board members thanked Mrs. Harbin for her preparation for the settlement conference and reiterated how smoothly the conference went due to diligent preparation and organization of all materials. They also asked Mrs. Harbin to extend their praise and thanks to Mr. Leonard for his willingness to fill in for her as Board secretary when an emergency arose.

- G. In the Chief Appraiser update Mrs. Harbin informed the Board that about 60% of the field work for new construction within the county had been completed. She also indicated that she estimated over 85% of renewal conservation covenants had already been received and approved by the Board. She also stated the majority of new homestead application are coming in over the web portal. Mrs. Harbin asked the Board to review their BOA supplement days so that she could prepare the first quarter 2022 supplement request. Mrs. Harbin then asked the Board to consider allowing the employees to work remotely at least one day a week to offset increasing fuel costs. She insured the Board that the office would be fully covered, and all deadlines would continue to be met. The Board indicated that they had no issue with this as the staff had proven over the past two years that they could do so efficiently. Mrs. Harbin also indicated that she would be proposing an additional employee in the upcoming budget. This employee would not be an appraiser but more clerical work and a field assistant.
- H. The Board will have the next scheduled monthly meeting on April 5, 2022, at 2:00pm.
- I. A motion was made by Vice-Chair Higginbotham to adjourn the meeting at 3:18 pm. Mr. Bickley seconded the motion. The motion carried 2-0-0. Board members remained to sign paperwork until approximately 4:00pm.

Submitted by Lauren A. Harbin, Secretary


Daniel B. Coffee, Chairman


Sandra N. Higginbotham, Vice-Chair


Hubert P. Bickley, Member