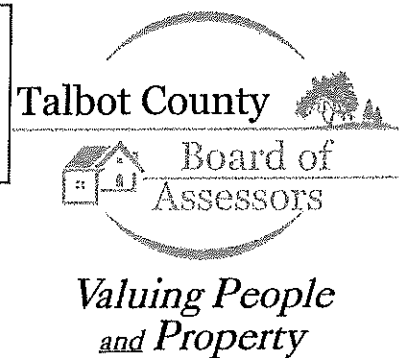


11 N. Jefferson Ave.
PO BOX 337
Milledgeville, GA 31827

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

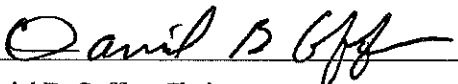


Board of Assessors
Called Meeting Minutes
July 1, 2024

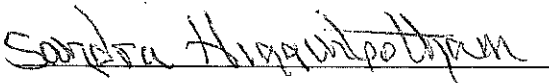
1. The meeting was called to order by Chairman Coffee at 2:02 pm at the Tax Assessors Office. A quorum was present including the following: Daniel B. Coffee, Sandra N. Higginbotham (via teleconference), Hubert P. Bickley, and Lauren A. Harbin, Secretary.
2. Vice-Chairman Bickley motioned to approve the agenda as presented. Mrs. Higginbotham seconded the motion, there was no further discussion. The motion passed unanimously.
3. Vice-Chairman Bickley made a motion to approve the June 18, 2024 minutes as presented. Mrs. Higginbotham seconded the motion. There was no discussion. The motion passed unanimously. Mrs. Harbin then mentioned that the BOC office had offered to host the BOA minutes on their website. The Board discussed and said they felt like keeping them on our website was the best scenario.
4. There was no old business.
5. New Business
 - A. The Board reviewed the proposed budget. Mrs. Harbin gave a detailed review of her requests for the upcoming year and all line item changes. The only account increases were for utilities based on the current years usage, as well as subscriptions and contact work that had increased in price. The Board then discussed salaries. Mrs. Harbin indicated that her staff was well trained and there were very few offices with Appraiser III's as support staff, and that retention of well-trained employees needed to be heavily considered. Mrs. Harbin proposed a promotion for Janet to Office Manager with additional duties and responsibilities similar to the Deputy Chief Appraiser. Mrs. Harbin also proposed performance-based pay increase for Quentin. The Board then discussed Mrs. Harbin's salary and also proposed a performance-based pay increase. Vice-Chairman Bickley made a motion to approve the proposed budget. Mrs. Higginbotham seconded the motion. The motion passed unanimously.
 - B. Board members stated that they had received and review the June 21, 2024 email sent by Mrs. Harbin containing all digest files, consolidation reports, and other files necessary to review the assessments for 2024. A motion was made by Vice-Chairman Bickley to approve the digest files for submission to the Tax Commissioners office. Mrs. Higginbotham seconded the motion. There was no further discussion. The motion passed unanimously.

- C. In the Chief Appraisers update Mrs. Harbin updated the Board on the current appeals that have been received.
- D. In members matters the Coalition for a Better government was discussed, Mr. Coffee noted that he had informed Representative Buckner about the office and Board members coming down with COVID following the last Board meeting, so we were not in attendance or the meeting on the 25th. He also noted his thanks to County Manager Ison for allowing us additional time on the budget preparation due to sickness in the office.
- E. The next scheduled monthly meeting is tentatively July 23, 2023 at 2:00pm.
- F. A motion was made by Vice-Chairman Bickley to adjourn the meeting at 3:00pm. Mrs. Higginbotham seconded the motion. There was no further discussion. The motion passed 2-0-0.

Submitted by Lauren A. Harbin, Secretary (revised 5.13.2025 new business item B.)


Daniel B. Coffee, Chairman


Hubert P. Bickley, Vice-Chair


Sandra N. Higginbotham, Member