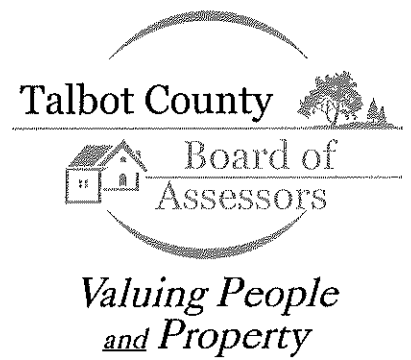


74 West Monroe Street  
PO BOX 337  
Talbotton, GA 31827



MONTHLY MEETING  
January 3, 2024  
2:00pm  
AGENDA

1. Call to Order
2. Election of Officers
3. Approve Agenda, and any additions
4. Approval of Minutes
  - A. December 18, 2023
5. Old Business
  - A. Prebill Mobile Home Digest
6. New Business
  - A. Budget Update
  - B. Error and Releases
  - C. Homestead Applications
  - D. Chief Appraiser Update
  - E. Members Matters
  - F. Announcements
    - i. Next scheduled monthly meeting is tentatively \_\_\_\_\_ February 2024.
  - G. Adjournment

Phone: 706.665.3377  
Fax: 706.665.9158  
E-mail: [office@talbotgabo.org](mailto:office@talbotgabo.org)

[www.qpublic.net/ga/talbot](http://www.qpublic.net/ga/talbot)

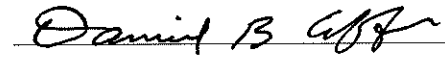



Board of Assessors  
Monthly Meeting Minutes  
January 3, 2024

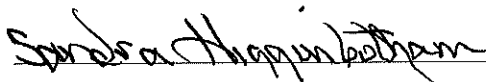
1. The meeting was called to order by Chairman Coffee at 2:00 pm at the Tax Assessors Office. A quorum was present including the following: Daniel B. Coffee, Sandra N. Higginbotham, Hubert P. Bickley, and Lauren A. Harbin, Secretary.
2. Mr. Bickley made a motion to nominate Daniel B. Coffee as Chairman. Mrs. Higginbotham seconded the motion. Mr. Coffee indicated he would be willing to accept the nomination. The motion passed 2-0-0. Mrs. Higginbotham made a motion to nominate Mr. Bickley as Vice-Chairman. Mr. Coffee offered the second. Mr. Bickley indicated he would accept the nomination. The motion passed 2-0-0. Mr. Bickley made a motion to nominate Lauren Harbin as the Secretary. Mrs. Higginbotham offered seconded the nomination. Mrs. Harbin indicated she would continue to serve, and that Mr. Leonard and Ms. Stiner had stated earlier that they had no interest in the secretary position. The motion passed 2-0-0.
3. Vice-Chairman Bickley motioned to approve the agenda as presented. Mrs. Higginbotham offered the second. Chairman Coffee asked to amend the agenda to add a reevaluation status to old business for a monthly update . The motion passed 2-0-0.
4. Vice-Chairman Bickley motioned to approve the December 18, 2023, minutes as presented. Chairman Coffee offered the second since Mrs. Higginbotham was not in attendance. There was no further discussion. The motion passed 2-0-1.
5. Old Business
  - A. Mrs. Harbin provided the Board of Assessors with an update on the Prebill Mobile home digest. She informed them that the digest was sent to the Tax Commissioner's agent for billing on December 19, 2023, and that bills were mailed December 29, 2023.
  - B. Mrs. Harbin informed the Board that she did not have a status update on the Reevaluation at this time.
6. New Business
  - A. Monthly Budget Update- Mrs. Harbin provided the Board with a budget update through November. There were no questions or concerns.
  - B. Error and Releases: None

- C. Homestead Applications: Homestead exemption applications for 2024 were presented to the Board for approval. Upon Mrs. Harbin's recommendation Vice-Chairman Bickley made a motion to approve the applications as presented. Mrs. Higginbotham seconded the motion. There was no further discussion. The motion passed unanimously. A listing of the approved applications will be made a portion of these minutes.
- D. In the Chief Appraiser update Mrs. Harbin informed the Board that they had quite a lot foot traffic for covenant renewals.
- E. In Members matters Chairman Bickley inquired about the 4<sup>th</sup> Quarter supplements, Mrs. Harbin confirmed that she had sent the request to payroll on December 7, 2023, and that she would follow up. There was also discussion about the 401k account for Board members. Mr. Bickley indicated he would contact the BOC office for more information. The Board offered condolences to Ms. Stiner's family on the loss of her father. There was discussion about the Board members attending CAVEAT in May.
- F. The next scheduled monthly meeting is February 13, 2023, at 2:00pm.
- G. A motion was made by Vice-Chairman Bickley to adjourn the meeting at 2:26pm. Mrs. Higginbotham seconded the motion. There was no further discussion. The motion passed 2-0-0.

Submitted by Lauren A. Harbin, Secretary

  
Daniel B. Coffee, Chairman

  
Hubert P. Bickley, Vice-Chair

  
Sandra N. Higginbotham, Member