

## **BOARD OF ASSESSORS CHATHAM COUNTY, GEORGIA**

Members Present: Terry Tolbert - Chairman/Chief Assessor  
Thomas Boondry - Vice-Chairman  
James A. Gunter – Secretary  
Laura Hegstrom - Member  
Dr. Kathryn Martin – Member

Others Present: Roderick Conley – Chief Appraiser  
Robbin Bowen – Deputy Chief Appraiser  
Abda Quillian – Legal Counsel  
Stephanie Bridges – Recording Secretary

Mr. Boondry made a motion to accept the addition of Digest Team Meeting and GAAO Seminar to the agenda under Chief Appraiser Items. Mr. Gunter seconded. The motion passed with a unanimous vote.

### **PERSONNEL RECOGNITION**

1. Taxpayer Letters:  
Lynn Newland
2. Staff Training:  
Laurie Womack – Course III: Valuation of Personal Property

### **CITIZENS ITEMS**

None

### **DIVISION MANAGER STAFF REPORTS**

We were attended a meeting with SEDA to meet their new project managers. This was the first chance we have had to talk informally with people from SEDA. We did ask about lease information.

There was a meeting with IT/ICS/Xerox regarding online appeals.

### **APPROVAL OF MINUTES**

Mr. Boondry made a motion to **approve** the following:

**Minutes of the February 20, 2014 Regular Meeting**

Ms. Hegstrom seconded. The motion passed with a unanimous vote.

**OLD ITEMS**

None

**CONSENT AGENDA – NEW ITEMS**

Dr. Martin made a motion to approve the following:

1. Real and Personal Property Assessment Notices
  - A. Personal Property 45-Day NOAs PY – Submitted for Approval of Recommendation
  - B. Motor Vehicle Appeal Values – Submitted for Approval of Recommendation
  - C. Non-Homesteaded Mobile Home Values – Submitted for Approval of Recommendation

Mr. Boondry seconded. The motion passed with a unanimous vote.

Mr. Boondry made a motion to approve the following:

2. Certification and Approval of Appeal Waivers to the BOE
  - A. Certification of Appeal Waivers to the BOE
    1. Residential – Submitted for Approval
    2. Commercial – Submitted for Approval
  - B. Approval of Certified Appeal Waivers to the BOE
    1. Residential – Submitted for Approval
    2. Commercial – Submitted for Approval

Dr. Martin seconded. The motion passed with a unanimous vote.

Mr. Gunter made a motion to approve the following:

3. Certifications to the Board of Equalization
  - A. Real Property – Submitted for Approval

Mr. Boondry seconded. The motion passed with a unanimous vote.

Mr. Boondry made a motion to approve the following:

4. Certifications to Superior Court
  - A. Taxpayer – Submitted for Approval

Mr. Gunter seconded. The motion passed with a unanimous vote.

Mr. Boondry made a motion to approve the following:

5. Notification Letters
  - A. TY13 – Submitted for Approval

Dr. Martin seconded. The motion passed with a unanimous vote.

## REGULAR AGENDA

### 1. Chief Appraiser Items

- Policy Statement – New: BOE Policies – Mr. Boondry made a motion to accept the new policy statement. Ms. Hegstrom seconded. The motion passed with a unanimous vote
- Removal of Office Procedure Manual – The notebook has old policies/emails regarding office procedures. All of this information is addressed in our policy statements or in the county blue book. Legal counsel said the removal of this manual does not need to be voted on.
- GIS/CAMA Technology Conference Update – All attendees found the conference very informative. The hot topic of the weekend was using Tablets/IPADs in the field. One county said it increased their production up to 50%. Concerns are battery life, reflection from the sun, the possibility of dropping them. They could be used as computers as well
- South Data – this is the company we use to mail our NOAs. There was an addendum added that was not executed. It will be going before the County Commission at their meeting on 3/14.
- Digest Team Meeting – Had first meeting last Friday, 2/28. The School Board is a big part of the Digest Binder, and the dates of their meetings to propose/approve their millage rate may hold us up. Their calendar is being looked at to see if they could change their dates.
- GAAO Seminar – One day seminar being held in Macon on March 26. Topics of discussion will be Low Income Housing Credits, 2014 Real Estate Market Updates and Legislative Updates.

### 2. Board Member Items

Budget FY14 – Mr. Tolbert asked that this item be moved to Chief Appraiser items in the future. Mr. Gunter asked about the new polo shirts being ordered. Board decided that navy blue would be a good color. It was mentioned that we will be getting giveaway items to give out at the meetings.

### 3. Chairman Items

Executive Session  
Board of Equalization Decisions TY13

Mr. Boondry made a motion to move **in to** Executive Session at 9:07 AM to discuss Personnel & Litigation items. Mr. Gunter seconded. The motion passed with a unanimous vote.

Mr. Boondry made a motion to move **out of** Executive Session at 9:42 AM. Dr. Martin seconded. The motion passed with a unanimous vote.

4. Attorney Items

Mr. Boondry made a motion to approve the **Personal Property Subpoenas** as presented and recommended by staff and legal counsel. Mr. Gunter seconded. The motion passed with a unanimous vote.

5. For Your Information Items

None

**ADJOURNMENT**

Ms. Hegstrom made a motion to **adjourn** the meeting at 9:45 AM.  
Dr. Martin seconded. The motion passed with a unanimous vote.

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**Terry Tolbert, Chairman**

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**James A. Gunter, Secretary**