

**BOARD OF ASSESSORS
CHATHAM COUNTY, GEORGIA**

Members Present: Terry Tolbert – Chairman
Tommy Boondry – Vice Chairman
James A. Gunter – Secretary
Laura Hegstrom – Member

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

PERSONNEL RECOGNITION

1. Staff Training:

Georgia Assessment Admin.	Laurie Womack
	Laura Hegstrom
Income Approach to Value	Dan Wigglesworth
	Jonathan Eady
APM/Digest Review Procedures	Robbin Bowen
	Corey Gillenwater
	Lisa Lowrimore
	Joseph Bell

2. Thank You Letters – EOA Tom Austin House
Gulfstream Retiree Club

3. Taxpayer Letters – Nancy VanGorp

CITIZENS ITEMS

None

DIVISION MANAGER STAFF REPORTS

Corey Gillenwater reported for Quality Control – We have begun weekly mass recales and are generating sales reviews spreadsheets. Policy and Procedure binders are in. We are waiting on dividers, and should have the new handbooks ready within the next couple of weeks.

Stacey Scott reported for Personal Property and Commercial – For 2016 we have received 27 MV appeals and 6 MH appeals. We have received 788 Personal Property returns and are 78% done processing them. Commercial sales are 45% done and Permits are 75% done.

Heidi Harris reported for Mapping – We have edited 1012 parcels. Currently working on a new BOA Internal Map Viewer and is working with a SAGIS programmer.

Lisa Lowrimore reported for Residential division – Returns are 37% done, Sales 58% done, Permits 95% done and Field reviews are 46% done.

Umung Patel reported for Homestead/Transfers – transfers are up 108 over last year and homestead exemption applications are up 302 over last year.

APPROVAL OF MINUTES

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

Minutes of the January 21, 2016 Regular Meeting.

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

OLD ITEMS

Mr. Boondry made a motion to approve the following:

Policy Statement: Valuation of Common Area

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

CONSENT AGENDA – NEW ITEMS

Ms. Hegstrom made a motion to approve the following:

1. Real and Personal Property Assessment Notices
 - A. Personal Property 30-Day NOAs CY – Submitted for Approval of Recommendation
 - B. Personal Property 45-Day NOAs CY – Submitted for Approval of Recommendation
 - C. Support Service 45-Day NOAs PY – Submitted for Approval of Recommendation
 - D. Support Service 45-Day NOAs CY – Submitted for Approval of Recommendation
 - E. Non-Homesteaded Mobile Homes PY- Submitted for Approval of Recommendation
 - F. Non-Homesteaded Mobile Homes – CY – Submitted for Approval of Recommendation
 - G. Motor Vehicle Appeal Values – Submitted for Approval of Recommendation

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

Ms. Hegstrom made a motion to approve the following:

2. Real and Personal Property Exemptions
 - A. Residential E&Rs – Submitted for Approval of Recommendation
 - B. Support Service E&Rs – Submitted for Approval of Recommendation
 - C. Rehabilitated Historic – Submitted for Approval of Recommendation
 - 2-0045-25-005 Chinese Wall, LLC Approval for 1/7/2016 through 1/7/2018
 - 2-0004-43-008 Broughton St. Partners Co. Approval for 12/14/15 through 12/14/17
 - 2-0016-25-012 Grindstone Corp. Trustee Approval for 12/14/15 through 12/14/17
 - 2-0004-36-007 Broughton St. Partners Co. Approval for 12/14/15 through 12/14/17
 - 2-0066-45-006 2HPS Developers LLC Approval for 1/26/16 through 1/26/18
 - 2-0065-29-004 2217 Owners LLC Approval for 1/1/16 through 1/1/24 (final)
 - D. Tax Exempt Properties – Submitted for Approval of Recommendation
 - 1-0438-03-010 Victory Baptist Church of Savannah Denied for TY2015
 - 1-0445-01-015 Harry Mae Geohagan Denied for TY2015

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

Mr. Boondry made a motion to approve the following:

3. Certifications to the Board of Equalization
 - A. Personal Property – Submitted for Approval
 - B. Motor Vehicles – Submitted for Approval

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

Mr. Gunter made a motion to approve the following:

4. 299c Removals – Submitted for Approval of Recommendation

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

REGULAR AGENDA

1. Chief Appraiser Items

- Savannah-Chatham Day update -- was a good event. Proposed House Bill to mirror Stephens/Day for commercial property doesn't seem to have much support right now.
- Expanded Staff Meeting/Budget – reviewed budget process. It is going to be done differently this year. County has redefined zero based budgeting. They want more details for budget requests. We have to submit three budget packets this year with the first being due on Feb. 12 and the second on Feb. 29, 2016. The second submission will include department goals and measures. Mr. Tolbert asked about new vehicles. Mr. Conley explained that we have submitted a request to Fleet and the Assistant County Manager. We last received any new vehicles in 2012. Our oldest car is a 2000 with over 100,000 miles. Finance is asking departments to be very detailed in their requests. This is difficult when it comes to travel and training.

2. Board Member Items

- Budget FY15
- Mr. Boondry mentioned that the GIS conference is Feb. 22-25 in Savannah

3. Chairman Items

- Executive Session

Mr. Boondry made a motion to move **in** to Executive Session at 8:54 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 9:06 AM. Ms. Hegstrom seconded. The motion passed with a unanimous vote.

- BOE Decisions TY15

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

Board of Assessors Appeals to Superior Court:

2-1034-01-003 Rental Management LLC TY2015

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

4. Certifications to Superior Court

Mr. Boondry made a motion to approve the following:

A. BOA – Submitted for Approval

2-1034-01-003

Rental Management LLC

TY2015

5. Attorney Items

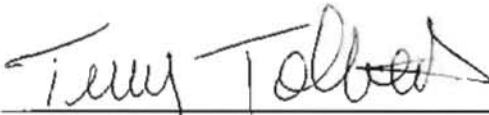
None.

6. For Your Information Items


None

ADJOURNMENT

Mr. Gunter made a motion to **adjourn** the meeting at 9:09 AM.
Ms. Hegstrom seconded. The motion passed with a unanimous vote.



Terry Tolbert, Chairman



James A. Gunter, Secretary