

Regular Meeting – April 6, 2017 – 8:30 AM

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

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

Mr. Boondry made a motion to accept the agenda with the following change:
Table Item C – 2017-18 Budget Recommended (County Manager) under Chief Appraiser Items.
Ms. Ellington seconded. The motion passed with a unanimous vote.

PERSONNEL RECOGNITION

A. Staff Recognition:

Course IA-Assessment Fundamentals	Ellandria Sams Roxann Prescott Firdaws Saif-al-Din
Deed Research	Lisa Lowrimore Danielle Geidel Leanne Riner
Recertification for Assessors	Andy Yonce
Exempt Properties	Firdaws Saif-al-Din Andy Yonce
Specialized Assessments	Firdaws Saif-al-Din

B. Taxpayer Letters: Vernetta Harvey

C. Certificate Presentation: Ophelia Allen

CITIZENS ITEMS

None

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DIVISION MANAGER STAFF REPORTS

Heidi Harris reported for Homestead/GIS – For TY2017 there were 4258 Homestead applications filed. This is a 6.5% increase from last year. 35% of all applications were received in March. There were 10,341 transfers for 2017. The GIS department processed 1,093 splits/combo/corrections. Lisa Lowrimore reported for Residential – Have received 81 returns, 77 are completed. Market adjustment is done. There are 500-600 parcels left to review.

Stacey Scott reported for Commercial/Personal Property – Personal Property is busy entering returns. Have received approximately 7700 and are 74% complete. Commercial Property received 71 returns and 43 of these are done. Field reviews are completed.

Corey Gillenwater reported for Quality Control – Our new vendor for annual notices is working on making sure our data is ready for them to print NOAs. Tyler conversion is ongoing. Performed a test data transfer and everything seems to be on track.

APPROVAL OF MINUTES

Mr. Gunter made a motion to approve the following:

Minutes of the March 16, 2017 Regular Meeting.

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

OLD ITEMS

None

CONSENT AGENDA – NEW ITEMS

Mr. Gunter made a motion to approve the following with code correction:

1. Assessment Notices – Submitted for Approval of Recommendation
 - A. Personal Property 45-Day NOAs PY
 - B. Support Services 45-Day NOAs PY

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

Ms. Ellington made a motion to approve the following:

2. Appeal Waivers – Submitted for Approval of Recommendation
 - A. Certification
 1. Motor Vehicles
 - B. Approval
 1. Motor Vehicles

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

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Mr. Boondry made a motion to approve the following:

3. Property Corrections – Submitted for Approval of Recommendation

A. Notification Letters

1. Residential Notification Listing
2. Personal Property Notification Listing (Annexation)
3. GIS Notification Listing (Annexation)

B. Error & Releases

1. Support Services E&R Listing
2. Mobile Home E&R Listing TY2015
3. Mobile Home E&R Listing TY2016
4. Mobile Home E&R Listing TY2017

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

There was discussion about the annexation of the Port Wentworth PINs and the fact that the Assessor's office was not notified of the need to change PIN numbers. Mention was made that Personal Property associated with the corrected PINs will also be effected.

Ms. Ellington made a motion that the Board of Assessors is requesting that the staff send a letter to Port Wentworth restating conversations and emails and stating the error originated with Port Wentworth. Mr. Gunter seconded. The motion passed with a unanimous vote.

Mr. Gunter made a motion to approve the following:

4. Certifications to the Board of Equalization – Submitted for Approval of Recommendation

- A. Personal Property – TY2014
- B. Personal Property – TY2015
- C. Personal Property – TY2016
- D. Motor Vehicles

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

Mr. Boondry made a motion to approve the following:

5. Application for Exemptions – Submitted for Approval of Recommendation

- A. Homestead Exemption Listing

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

Ms. Hegstrom made a motion to approve the following:

6. Application for Specialized Assessments – Submitted for Approval of Recommendation

- A. Rehabilitated Historic

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

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REGULAR AGENDA

1. Chief Appraiser Items

Mr. Boondry made a motion to approve the following:

A. Unlisted PIN Request – Submitted for Approval of Recommendation

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

Mr. Boondry made a motion to approve the following:

B. 2017-18 Budget Recommended (Executive Team) – Submitted for Approval of Recommendation This is Phase III of the budget process. Some suggestions were made for individual line items with the biggest adjustment being made to postage. The request for vehicles and the new position were removed.

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

C. 2017-18 Budget Recommended (County Manager) Submitted for Approval of Recommendation This item was tabled until the next scheduled BOA meeting.

D. Homestead Deadline Week Presentation – Homestead staff was recognized for a job well done during the final week for filing Homestead Exemptions. Some suggestions were presented for next year including “I filed for Homestead” stickers and the ability to file basic exemptions online or via tablets in our office.

E. Outreach Update – Senior Exemption Workshop – Another workshop was held for senior citizens in the county. There were a lot of questions and a good reception to the workshop itself. Mr. Tolbert made a suggestion that we prepare a presentation for the County Commission showing them our outreach efforts.

F. Market Revaluation Summary – a slideshow was presented on projects completed, returns, transfers, permits, new construction and market adjustments. All of this is in preparation for the TY2017 NOAs.

G. Legislative Update – Robbin Bowen presented an update on unresolved bills from this year that are able to be carried over to next year. These bills address issues related to Fair Market Value, CUVA and Exemptions.

2. Board Member Items

A. Budget FY16/17

3. Chairman Items

A. Executive Session

Mr. Boondry made a motion to move in to Executive Session at 9:38 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 10:47 AM. Ms. Hegstrom seconded. The motion passed with a unanimous vote.

B. BOE Decisions – Motor Vehicles - TY2016



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4. Certifications to Superior Court – Submitted for Approval

Mr. Boondry made a motion to approve the following:

A. Taxpayer

1-0394-02-010	McCann, Kyle & Tiffany	TY2016
1-1029-06-002	Savannah Pointe Associates I LLC	TY2016
172570	JCB, Inc.	TY2016
2-0004-43-004	Melaver/Barnard-Whitaker LLC	TY2016
2-0053-40-003	Withers, Warren H & Anuk	TY2016
2-0053-40-004	Withers, Warren H & Anuk	TY2016
2-0053-40-005	Withers, Warren H & Anuk	TY2016
2-0130-06-007	McGaughey & Backus, Marie	TY2016
4-0007-03-028	Gay, Keith L & Ann G	TY2016
4-0008-06-038	Schweitzer, Albert	TY2016

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

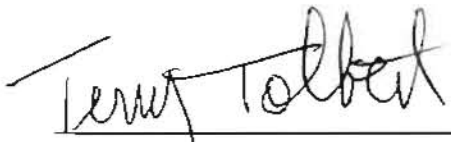
5. Attorney Items

None

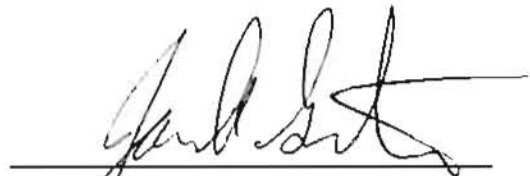
ADJOURNMENT

Ms. Ellington made a motion to adjourn the meeting at 10:50 AM.

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



 Terry Tolbert, Chairman



 James A. Gunter, Secretary