

Regular Meeting – July 13, 2017 – 8:30 AM

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

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

PERSONNEL RECOGNITION

A. Staff Recognition:

Exempt Properties Workshop:	Vicki McCuen
Specialized Assessment Workshop:	Vicki McCuen
Course III: Valuation of Personal Property:	Ophelia Allen Antoinelle Chisholm Fawndreta Cain
Course I: Certification for Assessors:	Roxann Prescott Lorie Parker
Course IA: Assessment Fundamentals:	Shaunte Hardy
Appraiser I Exam:	Ellandria Sams Firdaws Saif-al-Din Ophelia Allen

B. Taxpayer Letters:

Vernetta Harvey
Tony Sanders

CITIZENS ITEMS

None

DIVISION MANAGER STAFF REPORTS

Robbin Bowen reported for Appeals – There are a total of 4501 appeals for 2017. There were 4490 for 2016, 53.6% of the appeals were online.

Corey Gillenwater reported for Quality Control – We are close to finalization of tool for abstracting our data to Tyler. Currently working on collection of data for Digest Submission.

Heidi Harris reported for GIS/Homestead – 473 Homestead applications for TY2018. 2311 Transfers processed for TY2018. GIS – 180 PINs processed so far – 43 Split/Combo packages have gone out to appraisers.

Lisa Lowrimore reported for Residential – 2887 appeals received, 4% complete. Started field reviews of 2018.

Kevin Hicks reported for Commercial/Personal Property – 155 MV appeals – 75% complete, 224 MH appeals – 98% complete, PP Appeals 454 – 23% complete, Commercial Appeals 1096 – 14% complete. Field Inspections are 11% complete and Permits are 19% complete.

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APPROVAL OF MINUTES

Ms. Hegstrom made a motion to approve the following:

Minutes of the June 15, 2017 Regular Meeting.

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

OLD ITEMS

None

CONSENT AGENDA – NEW ITEMS

Ms. Hegstrom made a motion to approve the following:

1. Assessment Notices – Submitted for Approval of Recommendation
 - A. Personal Property 30-Day NOAs PY
 - B. Personal Property 30-Day NOAs CY
 - C. Personal Property 45-Day NOAs PY
 - D. Personal Property 45-Day NOAs CY
 - E. Support Services 45-Day NOAs PY
 - F. Support Services 45-Day NOAs CY

Mr. Boondry 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. Residential
 2. Commercial
 3. Homestead Exemptions
 4. Motor Vehicles
 5. Non-Homesteaded Mobile Homes
 - B. Approval
 1. Residential
 2. Commercial
 3. Homestead Exemptions
 4. Motor Vehicles
 5. Non-Homesteaded Mobile Homes

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

Mr. Boondry made a motion to approve the following:

3. Property Corrections – Submitted for Approval of Recommendation
 - A. Notification Letters
 1. Residential
 - B. Error & Releases
 1. Homestead E&R Listing
 2. Non-Homesteaded Mobile Homes E&R Listing

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

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Ms. Ellington made a motion to approve the following:

4. Certifications to the Board of Equalization
 - A. Personal Property TY2014
 - B. Personal Property TY2015
 - C. Personal Property TY2016
 - D. Personal Property TY2017
 - E. Motor Vehicles

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

Ms. Hegstrom made a motion to approve the following:

5. Application for Exemptions – Submitted for Approval of Recommendation
 - A. Freeport Exemption Listing
 - B. Homestead Exemption Listing
 - C. Homestead Removal Listing

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

REGULAR AGENDA

1. Chief Appraiser Items

Mr. Boondry made a motion to approve the following:

- A. Adopted Budget – Submitted for Approval of Recommendation – County commissioners adopted the budget – no changes since last meeting.

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

Mr. Boondry made a motion to approve the following:

- B. Unlisted PIN Request – Submitted for Approval of Recommendation

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

- C. 2017 Legislative Update/Recommendations – Robbin Bowen gave an update on HB196, HB238, HB290, HB375 and SB85. Staff will receive training on any changes that effect our office. New information will be included in our updated taxpayer brochures.

- D. Department of Audits and Accounts (DOAA) – 2016 Sales Ratio Study – we have completed our 2016 sales ratio and Chatham County is in compliance.

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 8:52 AM to discuss Personnel & Litigation items. Ms. Hegstrom seconded. The motion passed with a unanimous vote.

Ms. Ellington made a motion to move out of Executive Session at 9:05 AM. Ms. Hegstrom seconded.

The motion passed with a unanimous vote.

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Mr. Boondry made a motion to approve the following:

4. Attorney Items

Proposed Consent Judgments


2-0683-02-003	Stuart G Knight	TY2016
2-0683-02-002	Stuart G Knight	TY2016
2-0683-01-001	Stuart G Knight	TY2016
2-1016-02-124	Paradigm Savannah II Apartments LLC	TY2015
2-0016-33-006	Oglethorpe Associates III LLC	TY2015
2-0016-34-001	Oglethorpe Associates LLC	TY2015
2-0016-33-005	Oglethorpe Associates II LLC	TY2015

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

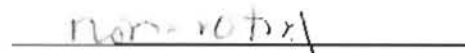
ADJOURNMENT

Ms. Hegstrom made a motion to adjourn the meeting at 9:10 AM.

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



Terry Tolbert, Chairman



James A. Gunter, Secretary