



Regular Meeting – October 16, 2019 – 8:30 AM

Page 1

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

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

Mr. Gunter made a motion to accept the agenda as presented. Ms. Ellington seconded. The motion passed with a unanimous vote.

## PERSONNEL RECOGNITION

**A. Taxpayer Letters:** Vernetta Harvey  
Yolanda Taylor

## CITIZENS ITEMS

None

## DIVISION MANAGER STAFF REPORTS

Corey Gillenwater reported for Quality Control – Tyler has shifted focus from using Market Analysis Uniformity Tool to using Sales Comparison Tool beginning TY2020. We are preparing for the Mobile Home Digest and beginning configurations for the Sales Ratio Report.

Lisa Lowrimore reported for Residential – Appeals are 72% complete, Splits are 65% complete, New Construction is 65% complete, Permits are 26% complete and Field Reviews are 3% complete.

Stacey Scott reported for PP and Commercial – Motor Vehicle Appeals are 75% complete, Personal Property Appeals are 62% complete, Commercial Appeals are 83% complete, Splits/Combos are 95% complete and Permits are 23% complete.

Maryellen Burner reported for Support Services/GIS – E-Codes are 41% complete, 15 E-Code Permits are complete and Airplanes are complete for Public Utility. 1,208 Homestead Applications are complete and 6,437 Transfers are complete. GIS is waiting for Port Wentworth to provide Parcel Identification Numbers for the map they provided for the Zoning Project.

## APPROVAL OF MINUTES

Ms. Ellington made a motion to approve the following:

Minutes of the October 3, 2019 Regular Meeting. – Agenda Item: V

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

Regular Meeting – October 16, 2019 – 8:30 AM

Page 2

## OLD ITEMS

None

## CONSENT AGENDA – NEW ITEMS

Ms. Ellington made a motion to approve the following:

1. Application for Exemptions – Submitted for Approval of Recommendation
  - A. Freeport Exemption Listing – Agenda Item: VII-1A

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

Ms. Hegstrom made a motion to approve the following:

2. Application for Specialized Assessments – Submitted for Approval of Recommendation
  - A. Rehabilitated Historic – Agenda Item: VII-2A

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

Mr. Gunter made a motion to approve the following:

3. Assessment Notices – Submitted for Approval of Recommendation
  - A. Personal Property 30-Day NOAs – Agenda Item: VII-3A
  - B. Personal Property 45-Day NOAs – Agenda Item: VII-3B
  - C. Support Services 45-Day NOAs – Agenda Item: VII-3C

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

Ms. Ellington made a motion to approve the following:

4. Appeal Waivers – Submitted for Approval of Recommendation
  - A. Commercial – Agenda Item: VII-4A
  - B. Motor Vehicles – Agenda Item: VII-4B
  - C. Non-Homesteaded Mobile Homes – Agenda Item: VII-4C

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

Mr. Gunter made a motion to approve the following:

5. Property Corrections – Submitted for Approval of Recommendation
  - A. Notification Letter
    1. Residential Notification Letter Listing – Agenda Item: VII-5A1

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

Ms. Ellington made a motion to approve the following:

6. Certifications to the Board of Equalization – Submitted for Approval of Recommendation
  - A. Residential – Agenda Item: VII-6A
  - B. Personal Property – Agenda Item: VII-6B
  - C. Motor Vehicles – Agenda Item: VII-6C
  - D. Non-Homesteaded Mobile Homes – Agenda Item: VII-6D

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



Regular Meeting – October 16, 2019 – 8:30 AM

Page 3

## REGULAR AGENDA

1. Chief Appraiser Items

None

2. Board Member Items

A. Budget FY19/20 – Agenda Item: VIII-2A

3. Chairman Items

A. Executive Session

Ms. Ellington made a motion to move in to Executive Session at 8:42 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 8:59 AM. Ms. Hegstrom seconded. The motion passed with a unanimous vote.

4. Attorney Items – Submitted for Approval of Recommendation

A. Trial Dockets – Confidential Item

B. Final Orders

20044 35024

Briland Properties, LLC

TY2016

20044 35025

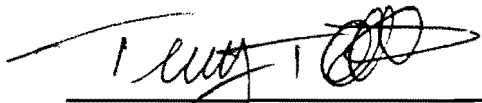
Briland Properties, LLC


TY2016

## ADJOURNMENT

Ms. Hegstrom made a motion to adjourn the meeting at 9:00 AM.

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

  
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Terry Tolbert, Chairman

  
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Laura Hegstrom, Secretary