



Regular Meeting – March 19, 2020– 8:30 AM

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Members Present: Terry Tolbert – Chairman
James A. Gunter – Vice-Chairman (via teleconference)
Laura Hegstrom – Secretary
Betty Ellington – Member (via teleconference)

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

Others Absent: Robbin Bowen – Deputy Chief Appraiser

Ms. Hegstrom made a motion to adjust the agenda to move into Executive first at Mr. Conley's suggestion. Ms. Ellington seconded. The motion passed with a unanimous vote.

REGULAR AGENDA

3. Chairman Items

A. Executive Session

Ms. Hegstrom made a motion to move in to Executive Session at 8:33 AM to discuss Personnel & Litigation items. Ms. Ellington seconded. The motion passed with a unanimous vote.

Mr. Gunter made a motion to move out of Executive Session at 8:43 AM. Ms. Ellington seconded. The motion passed with a unanimous vote.

B. BOE Decisions TY2019 – Agenda Item: VIII-3B

C. Hearing Officer Decisions TY2019 – Agenda Item: VIII-3C

Ms. Ellington made a motion to add Board of Assessors Meeting Policy to the Agenda. Ms. Hegstrom seconded. The motion passed with a unanimous vote.

Message from the Board Attorney regarding electronic meetings:

On advice of legal counsel in light of a declared national emergency more specifically though a declared emergency from the Governor that runs through April 13, 2020 and also in light of CDC guidelines that are prohibiting or strongly running against having gatherings of ten or more people in view of the Corona Virus that this board has before it a policy to allow for electronic and/or in the future video meetings and that given the declaration of emergency as well as declaration from Chief Judge and the Georgia Supreme Court regarding hearings or administrative proceedings that is my opinion that we're doing what that policy states as is proper in light of those declarations. The policy would only be effective during a declaration of emergency, I would say from the President or Governor.

Ms. Ellington made a motion to approve the Board of Assessors Meeting Policy.

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

PERSONNEL RECOGNITION

A. New Employee:

Clerical Assistant III:

Samantha Hillstead

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CITIZENS ITEMS

None

DIVISION MANAGER STAFF REPORTS

Lisa Lowrimore reported for Residential – Splits/Combos are 100% complete, Sales Reviews are 100% complete, Field Reviews continue, Supervisors are modifying neighborhoods with 156 neighborhoods showing no sales, 262 neighborhoods in good standing, 355 neighborhoods may increase in value and 26 neighborhoods may decrease in value.

Corey Gillenwater reported for Quality Control – work continues on the Consolidation sheets and QTP Classifications.

Maryellen Burner reported for GIS/Homestead – Church Audits are 91% complete, 13 Permits are complete, 3,127 Homestead applications are complete, 259 online Homestead applications are complete, 22 Real Property Returns have been received, 10,777 Transfers are complete and a few taxpayers have taken advantage of the extended Homestead hours.

Stacey Scott reported for Commercial/Personal Property – Commercial Field Reviews are 25% complete, working on Income and Permits are 97% complete.

APPROVAL OF MINUTES

Ms. Hegstrom made a motion to approve the following:

Minutes of the March 5, 2020 Regular Meeting. – Agenda Item: V

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

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. Capital Improvements Listing – Agenda Item: VII-1A

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

Ms. Ellington made a motion to approve the following:

2. Application for Specialized Exemptions – Submitted for Approval of Recommendation

A. Rehabilitated Historic – Agenda Item: VII-2A

B. CUVA – Agenda Item: VII-2B

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

Ms. Hegstrom 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 Homestead Exemption Correction 45-Day NOAs – Agenda Item: VII-3C

D. Support Services Ownership Correction 45-Day NOAs – Agenda Item: VII-3D

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



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Ms. Ellington made a motion to approve the following:

4. Appeal Waivers – Submitted for Approval of Recommendation
 - A. Residential - Agenda Item: VII-4A
 - B. Commercial – Agenda Item: VII-4B
 - C. Motor Vehicle – Agenda Item: VII-4C

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

Ms. Ellington made a motion to approve the following:

5. Certifications to the Board of Equalization – Submitted for Approval of Recommendation
 - A. Personal Property – Agenda Item: VII-5A
 - B. Motor Vehicle – Agenda Item: VII-5B

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

Ms. Ellington made a motion to approve the following:

6. Timber – Submitted for Approval of Recommendation
 - A. Timber Values – Agenda Item: VII-6A

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

REGULAR AGENDA

1. Chief Appraiser Items

Ms. Hegstrom made a motion to approve the following:

- A. 2020-21 Budget Recommendation (Executive Team) – Submitted for Approval of Recommendation – Agenda Item: VIII-1A – funding approved for tablets, Purchasing will review qPublic, only temporary employee expenses and overtime expenses were questioned during budget review.

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

- B. Corona Virus Precautions – Meetings being held by teleconference when necessary, the Continuation of Operations Procedures has been updated and posted to the website, staff attended meetings regarding cleaning of work areas and county vehicles, option to log in and out at an individuals computer instead of using biometric scanner, sanitation dispensers have been installed by the elevators and the biometric scanners, the office will be preparing for an office wide deep cleaning in the near future, BOE hearings will be rescheduled for after May 1st, the Tax Rep meeting has been cancelled until further notice, Supervisor meetings will be suspended, however, AD meetings will continue and the Board of Assessors has meet with the Tax Commissioners office and has developed a Tiered Alternative Operations Procedures plan to provide staff with clear direction and will be implanted when necessary.

2. Board Member Items

- A. Budget FY 19/20 – Agenda Item: VIII-2A

Ms. Hegstrom made a motion to certify the following:

BOA to Superior Court – Agenda Item: VIII-4B

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



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Ms. Ellington made a motion to approve the following:

4. Certifications to Superior Court – Submitted for Approval

A. Taxpayer

10836 02026	PV Shopping Center LLC	TY2019
10991 03001	Debra & Kevin Cohen	TY2019
20005 21006	642 E. President Street, LLC	TY2019
20032 43009	Christopher M. Cobb	TY2019
20033 04003	Anthony M. Alfonso	TY2019
50021 02005	PV Shopping Center LLC	TY2019
51014C01104	Michael Baladi & Cynthia Kofri	TY2019

B. BOA

20154 05003	Benedictine Commons LLC	TY2019
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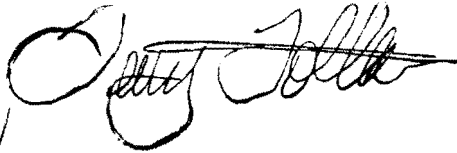
Ms. Hegstrom seconded. The motion passed with a unanimous vote.

5. Attorney Items

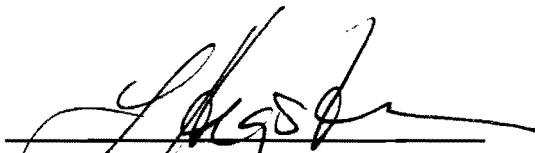
A. Trial Docket – Confidential Item

ADJOURNMENT

Mr. Gunter made a motion to adjourn the meeting at 9:20 AM.
Ms. Ellington seconded. The motion passed with a unanimous vote.



 Terry Tolbert, Chairman



 Laura Hegstrom, Secretary