

## Board of Tax Assessors Meeting

Minutes of the October 14, 2021 Meeting

**Members Present:** Dennis Conway, MaryBeth Burnette, Daniel Clifford, Raymond Gunnin and Tommy Mann were present for the meeting.

**Staff Present:** Steve Swindell, Trey Stephens, Gregg Boutilier, Sandy Forrester, Ricky Hitt, Lee Johnson, Becky Parker, Rhonda Peterson and Jenny Thomas were all present for the meeting.

**Attorney:** Whit Frost of Roach, Caudill & Frost LLP were present for the meeting.

**Call to Order:** Dennis Conway called the meeting to order at 9:00am.

**Adoption of Agenda:** Motion by MaryBeth Burnette to adopt the meeting agenda, seconded by Raymond Gunnin and approved by all Members.

**Approval of Minutes:** Motion by MaryBeth Burnette to approve the September 23, 2021 minutes, seconded by Tommy Mann and approved by all Members.

**Public Comments:** None.

**New Business:** Motion Daniel Clifford to move Batch E-1, Batch E-1-1, Batch E2, Batch P1, Batch P3, Batch P4, Batch 1, Batch 1A, Batch 1H, Batch 1P, Batch EX-1, Batch 3, Batch 3A, Batch 3P, Batch MH1, Batch 5, Batch 5B, Batch 5CB, Batch 5CR and Batch 5P to the consent agenda and follow staff recommendations, seconded by MaryBeth Burnette and approved by all Members.

### IV. New Business:

#### **Consent Agenda:**

#### **Digest Changes:**

Front Office, Becky Parker, Receiver of Records

**Batch E-1**, Dropped Exemptions 2021

**Batch E-1-1**, Homestead Additions

**Batch E-2**, Reinstate Exemptions – Tax Year 2021

Personal Property Department, Jennifer Hoskins, Project Manager

**Batch P1**, Standard Agenda

**Batch P3**, BOA Appeals Agenda

**Batch P4**, Certify to BOE Agenda

Commercial Department, Gregg Boutilier, Senior Appraiser

**Batch 1**, 2021 Current Year Changes

**Batch 1A**, Commercial Appeal Changes

**Batch 1H**, Certify to Hearing Officer

**Batch 1P**, Prior Year Changes

**Batch EX-1**, Current Year Changes

Residential Department, Lee Johnson, Senior Appraiser

**Batch 3**, 2021 Digest Changes

**Batch 3A**, Appeal Changes

**Batch 3P**, Prior Year Changes

Rural Department, Ricky Hitt, Senior Appraiser  
**Batch MH1**, Digest Changes  
**Batch 5**, Current Tax Year Changes  
**Batch 5B**, Certify to BOE  
**Batch 5CB**, CUVA Breaches  
**Batch 5CR**, CUVA Releases  
**Batch 5P**, Previous Tax Year Changes

- V. Motion by MaryBeth Burnette to approve the 2022 Tax Management Associates Audit List, seconded by Raymond Gunnin and approved by all Members.**
- VI. Motion by MaryBeth Burnette to approve the 2021 State Utilities Digest, seconded by Tommy Mann and approved by all Members.**
- VII. Motion by Dan Clifford to reschedule the November 11<sup>th</sup> meeting to Wednesday, November 10, 2021, seconded by MaryBeth Burnette and approved by all Members.**
- VIII. Chief Appraiser Report:**

Steve reviewed the final 2021 and new 2022 Budget reports.

Trey Stephens has officially made the transition to the role of explicitly Deputy Chief, which resulted in other staff changes. Ricky Hitt is the new Rural, CUVA and Mobile Homes Senior Manager and Lee Johnson is the new Residential Senior Manager. Interviews for the newly open Residential Lead position will begin this afternoon, which will ultimately result in 3 open Field Appraiser positions.

Steve, Trey and Ricky attended the annual WinGap Conference in Savannah last week.

Steve and Trey will be attending the GAAO Fall Business Meeting in Brasstown Bald next week.

We had onsite document shredding take place the last week of September.

Steve presented a video created by Just Appraised explaining the logistics of their deed processing operation.

Steve will be on vacation October 20, 2021 – October 27, 2021.

The next meeting will be Thursday, October 28, 2021 at 9:00 AM.

**IX. Attorney's Report / Executive Session:**

**IV.** Motion by Daniel Clifford to move to Executive Session, seconded by Raymond Gunnin and approved by each Board Member.

**V.** Motion by Daniel Clifford to adjourn Executive Session and to re-enter Regular Meeting, seconded by Tommy Mann and approved by each Board Member.

**VI. Motion by Daniel Clifford to accept the Value Agreement presented in Executive Session, seconded by MaryBeth Burnette and approved by each Board Member.**

**VII. Adjournment:** Motion by Daniel Clifford to adjourn the Regular Meeting, seconded by Tommy Mann and approved by all Members.

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Dennis Conway, Chairman

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Jenny Thomas, Secretary