

WHITE COUNTY BOARD OF ASSESSORS

Meeting Minutes

February 8, 2017

9:00 A.M.

The White County Board of Assessors held a regular meeting on Wednesday, February 8, 2017. In attendance were Board Chairman Roy Johnson, Board Member Warren Glover, Board Member Bill Schofill, Chief Appraiser Bryan Payne and Secretary Jennifer Saxon.

CALL TO ORDER

- Board Chairman Roy Johnson called the meeting to order at 9:00 a.m.

INVOCATION

- The invocation was delivered by Board Member Bill Schofill

MINUTES

- The Board reviewed and signed the minutes from the January 11, 2017 regular meeting. A motion was made by Board Member Glover to approve the minutes with a second from Board Chairman Johnson. By consensus vote the motion was carried.

OFFICE UPDATE

- Sales by Month for 2016: Chief Appraiser Payne presented the Board with a listing of the 2016 deed totals. 2,046 deeds were processed during the year, with 1,040 of those deeds having transfer tax. Of those with transfer tax, 681 were coded as qualified in the Assessors database. The Median ratio from January to June was 95.424 and the Median ration from July to December was 93.084. This represents a 2.34% increase in sales in a six month period.
- Conservation Use Expense Account: Chief Appraiser Payne informed the Board that a new line item was included in the budget this fiscal year to represent the cost associated with the Clerk of Court filing fees for conservation use applications. Currently, the \$12 filing fee is collected in the Assessors Office at the time the application is taken, and subsequently deposited into a revenue account. After the applications are approved and signed by the Board, a check request is submitted to Finance for those fees that were collected with the check being made payable to the Clerk. The funds in the revenue account should be held until the check request is submitted, but last fiscal year the funds were closed out on June 30, 2016 and deposited to the general fund. When the check request was submitted in July, the account showed a zero balance. The addition of this line item is an attempt to account for the money throughout the fiscal year. Chief Appraiser Payne also asked the Board if they would be agreeable to signing the applications during the filing period so that they can be filed before the end of the fiscal year, also in an attempt to reconcile the accounting associated with the fee collection. The Board agreed to sign applications each month in order to have them filed before the July 1 fiscal year start. A motion follows under New Business.

OLD BUSINESS

- Approval of the 2017 Policy And Procedure Manual: A motion was made by Board Member Glover to accept the 2017 Policy and Procedure manual as reviewed, with a second from Chairman Johnson and the motion was carried by consensus vote. Secretary Saxon stated that she would make all employees and the Board a copy of the approved manual.

NEW BUSINESS

- Monthly Approval of Conservation Use Applications: The Board agreed to sign the conservation use applications on a monthly basis during the filing period with a motion from Board Member Glover and a second from Board Chairman Johnson. The motion was carried by consensus vote. The following applications were signed during this meeting:

2017 CONSERVATION USE APPLICATIONS					
The following applications were signed at the February 8, 2017 meeting of the White County Board of Assessors					
TAXPAYER NAME	MAP/ PARCEL	APPROVED/ DENIED/TABLED	TAXPAYER NAME	MAP/ PARCEL	APPROVED/ DENIED/TABLED
CAIN GROUP LLLP	006-093	APPROVED	HUNT, VIRGIL JR.	033D-122	APPROVED
GARRETT, STEVEN / NANCY	017-058	APPROVED	HUNT, JAMES; DONALD; LOUNETT	034B-040	APPROVED
THOMAS, PHILLIP/ANNE	017-125	APPROVED	HUNT, RUTH	034D-001	APPROVED
THOMAS, DONALD ET AL	019-052	APPROVED	HUIET, CALEB/WOFFORD, JOSH	042C-004B	APPROVED
HELTON, RACHEL	019-295B	APPROVED	BAKER FARMS OF SAUTEE, LLC	044C-005	APPROVED
SIMMONS, SHEILA	020-102	APPROVED	KINZIE, SCOTT/SONYA	045A-039	APPROVED
HEAD, HOWELL	021-028	APPROVED	NISEWONGER, JAMES/SALLY	045B-009	APPROVED
MCCALLUM, GARY/DONNA	021-083A	APPROVED	BAKER, DONNA	046-017	APPROVED
BROWN, WM. / MILDRED / DEIDRE	021C-031	APPROVED	EMORY STAMEY TRUST	047A-074	APPROVED
RENSHAW, DEXTER/RONNA	023-048	APPROVED	WILBANKS, RICHARD	048B-093	APPROVED
GRINTER, LISA/ BLEDSOE, ROBERT	032-038	APPROVED	GUY, JOHN/PEGGY	048C-111	APPROVED
TYSON, JULIA/JOHN	032-125	APPROVED	SOSEBEE, KARAN/TERRY	049-120C	APPROVED
PARDUE, WESLEY	032-176	APPROVED	DAVIDSON, VALORIE	049-122	APPROVED
GREENWAY, ANTHONY/TERESA	033-017	APPROVED	PARTIN, FRANCES	049A-007	APPROVED
HOOD, JOE	033-030	APPROVED	HATCHER & HATCHER, INC.	049A-014	APPROVED
CLARK, IVAN/MARTHA	033-080	APPROVED	PARTIN, CHARLES / FRANCES	049C-026	APPROVED
LEDFORD, CURTIS/JANICE	033-081A	APPROVED	HOLCOMB, BARBARA	049C-146	APPROVED
HUNT, VIRGIL JR.	033B-002B	APPROVED	STEPHENS, HAL	050-069	APPROVED
HUNT, VIRGIL JR.	033B-002C	APPROVED	GALLANT, DOUGLAS	056B-278	APPROVED
HUNT, VIRGIL JR.	033B-002D	APPROVED	ADAMS, BETTY	058-019	APPROVED
MCSWINEY, MARLA / FRANCIS	033D-003	APPROVED	CHESTER, SAMUEL/DONNA	059D-089	APPROVED

NEW BUSINESS- Contd.

- **2018 FY Budget Presentation and Approval:** Chief Appraiser Payne presented the Board with the 2018 FY Budget for approval. The budget must be submitted to the Finance Department by February 15, 2017. The total budget for the Assessors Office for FY2018 is \$525,444. This is an increase of \$25,709 from the FY2017 approved budget. The difference is comprised of \$17,350 for a personal property audit, \$3,200 capital outlay to expand the size of the Board Meeting Room, a \$2,400 increase for vehicle repairs and maintenance and the \$2,400 allocated to the conservation use fee disbursement. There was a net miscellaneous increase of \$359 from other changes to individual line item accounts. After review of the budget, Board Member Glover made a motion to approve the 2018 FY budget for submission to the Board of Commissioners, with a second from Board Chairman Johnson and the motion was carried by consensus vote.

APPEALS

- **Gibson, Dale 2006 Dodge Ram 2500:** The Department of Revenue value for the vehicle is \$12,350. Mr. Gibson provided a qualified bill of sale for \$11,000. Board Member Glover made a motion to set the vehicle value at \$11,000, with a second from Board Chairman Johnson and the motion carried by consensus vote.
- **Skelton, Bart – 2006 Ford F250:** The Department of Revenue value for the vehicle is \$8,900. Mr. Skelton provided a qualified bill of sale for \$5,300. Board Member Glover made a motion to set the vehicle value at \$5,300, with a second from Board Chairman Johnson and the motion carried by consensus vote.

E & R SIGNATURES

- The Board the following Error and Releases:

E & R NAME	M&P NUMBER	FORM NUMBER	TYPE
HAYNES, GARY	022-123-001	2017-M-003	MH NOD
HALL, LINDA	C01F-042-001	2017-M-004	MOBILE HOME
GA TECHNICAL TREE REMOVAL	P0069800	2016-P-027	PERSONAL PROPERTY
DUNBAR, DONNA	079-009E	2016-R-021	REAL PROPERTY
DAVIS, J. RAY	079-009F	2016-R-22	REAL PROPERTY NOD

ADJOURNMENT

- Board Member Glover made a motion to adjourn at 10:05 a.m. with a second from Board Chairman Johnson. The motion carried by consensus vote and the meeting was adjourned.

Approved this _____ day of March, 2017.

Roy Johnson

Warren Glover

William Schofill