

## **WHITE COUNTY BOARD OF ASSESSORS**

### **Meeting Minutes**

April 13, 2016

9:00 A.M.

The White County Board of Assessors held a regular meeting on Wednesday, April 13, 2016. In attendance were Board Chairman Roy Johnson, Board Member Warren Glover, Board Member Adrian Medley, 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 Warren Glover.

#### **MINUTES**

- The Board reviewed and signed the minutes from the March 9, 2016 regular meeting. A motion was made by Board Member Warren Glover to approve the minutes with a second from Board Member Medley and the motion was carried by consensus vote.

#### **OFFICE UPDATE**

- Chief Appraiser Bryan Payne stated that the 2016 work was almost complete and that the assessment notices would be ready for approval on April 22, 2016.
- Chief Appraiser Payne stated that he would be presenting the 2017 budget to County Manager Michael Melton at 3:30 pm. This is a preliminary presentation, with the final budget submittals being held on Wednesday, April 20<sup>th</sup> before the Board of Commissioners.

#### **OLD BUSINESS**

- There was no old business to discuss.

#### **NEW BUSINESS**

- Open Records Law Review: Secretary Jennifer Saxon presented a section from the Georgia Open Records Law regarding allowable charges for the sale of data in a digital media format. O.C.G.A. 50-18-71(f) and 50-92-2 state that a county may charge the public no more than the actual cost of the digital media and for the administrative time involved to produce the data. Board Member Medley made a motion that the practices for selling data in digital format be amended to comply with the revised Open Records Law, with a second from Board Member Glover and the motion was carried by consensus vote.

## **NEW BUSINESS – Contd.**

- **Property Review Procedure:** Chairman Johnson received an email from County Manager Michael Melton on March 29, 2016 regarding complaints from taxpayers about the field assessment procedure. Mr. Melton's email stated that "Residents have complained that they (Assessors Office staff) pull into a driveway or onto their property but never get out of the car. I know we have had this complaint before. I would think it would be much better if they could at least let folks know why they are there." Chief Appraiser Payne presented the Board with a breakdown of how many properties must be visited each year in order for the office to stay in compliance with the Department of Revenue's guidelines. The staff currently visits approximately 8,925 parcels per year. Chief Appraiser Payne stated that not all visits require the appraisers to get out of the vehicle and that if the staff was going to be required to get out at every stop then it would be necessary to hire at least two additional full time field appraisers. Chief Appraiser Payne also stated that the staff uses every avenue available to assess the property using digital maps, real estate listings, etc. without having to visit private property because of complaints in the past from taxpayers stating they did not want appraisers on their property. Chairman Johnson stated that he would take this information to County Manager Melton and seek a resolution.
- **2015 Sales Ratio:** Chief Appraiser Payne presented a preliminary sales ratio study to the Board for review. Chief Appraiser Payne stated that the sales over 40% had not yet been adjusted and that would affect the final ratio. Chief Appraiser Payne told the Board that only 4% of sales for 2015 were foreclosures, and that number was down from previous years.
- **Approval of the 2016 Homestead Applications:** Secretary Saxon presented the Board with the 2016 Homestead Application Listing for approval signatures. The Board also signed 22 applications that were denied. The listings are attached to these minutes.
- **Approval of the 2016 Conservation Use Assessment Applications:** The Board signed the 2016 Conservation Use Assessment applications. The approved applications must be filed in the Clerk of Superior Court's office before August 1, 2016.
- **Approval of the 2016 Real and Personal Annual Notices of Assessment:** Chief Appraiser Payne advised the Board that the work for the Real Property Notices was still being completed and asked if the Board would like to schedule a called meeting to approve those notices. The Board agreed to table the approval of the Real Property Notices until April 22, 2016 at 9:00 am. Chief Appraiser Payne stated that the Personal Property Notices were ready to be generated and mailed. Board Member Medley made a motion to approve the mailing of the Personal Property Notices with a second from Board Member Glover and the motion was carried by consensus vote.

## **APPEALS**

- **Gibson, Jesse – 2006 Ford F-350:** The Department of Revenue value for the vehicle is \$10,550. Mr. Gibson provided a qualified bill of sale for \$5,000. Board Member Glover made a motion to set the value at \$5,000, with a second from Board Member Medley and the motion carried by consensus vote.

## **APPEALS- Contd.**

- Hessling, Joseph – 2007 Acura MDX: The Department of Revenue value for the vehicle is \$12,100. Mr. Hessling provided a qualified bill of sale for \$9,000. Board Member Medley made a motion to set the value at \$9,000, with a second from Board Member Glover and the motion carried by consensus vote.
- Macaulay, Lee – 2002 Dodge Caravan: The Department of Revenue value for the vehicle is \$3,525. Ms. Macaulay stated that she received the van free from a church after it had been involved in an accident. The vehicle is in poor condition. Based on information provided Board Member Glover made a motion to set the value at \$500, with a second from Board Member Medley and the motion carried by consensus vote.
- Martin, Stephen – 2002 Honda Odyssey: The Department of Revenue value for the vehicle is \$2,825. Mr. Martin provided a qualified bill of sale for \$0 – the vehicle is a gift from his father. Board Member Glover made a motion to set the value at \$1,000, with a second from Board Member Medley and the motion carried by consensus vote.
- McAfee, Cleveland – 1968 Dodge D100: The Tax Commissioner’s Office charged Mr. McAfee 1% of the state value, which is \$9,180. Mr. McAfee acquired the truck in a trade for rent in the amount of \$1,000. The truck is in poor condition. Board Member Medley made a motion to set the value at \$1,000, with a second from Board Member Glover and the motion carried by consensus vote.
- Miller, William – 2003 GMC Envoy: The Department of Revenue value for the vehicle is \$3,700. Mr. Miller provided a qualified bill of sale for \$800. Board Member Glover made a motion to set the value at \$800, with a second from Board Member Medley and the motion carried by consensus vote.

## **Executive Session to Discuss Personnel**

- Board Member Glover made a motion to enter into executive session for the purpose of conducting the annual employee evaluation for Chief Appraiser Payne. Board Member Medley seconded the motion and the motion carried by consensus vote.
- Board Member Medley made a motion to exit executive session, with a second by Board Member Glover and the motion was carried by consensus vote.

## **E & R SIGNATURES**

- The Board did not sign any Error and Releases for this session.

## **ADJOURNMENT**

- Board Member Glover made a motion to adjourn at 11:35 a.m. with a second from Board Member Medley. The motion carried by consensus vote and the meeting was adjourned.

Approved this \_\_\_\_\_ day of April, 2016.

---

Roy Johnson, Chairman

---

Warren Glover

---

Adrian Medley