

CHATTOOGA COUNTY
BOARD OF TAX ASSESSORS

Chattooga County
Board of Tax Assessors
Meeting of September 7, 2016

Attending:	William M. Barker – Present Hugh T. Bohanon Sr. – Present Gwyn W. Crabtree – Present Richard L. Richter – Present Doug L. Wilson – Present Nancy Edgeman - Present
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Meeting called to order @ 9:02 a.m. **Mr. Bohanon opened the meeting as acting Chairman, Mr. Barker joined the meeting at 9:10 am and took over as Chairman.**

APPOINTMENTS: Steve Waddell joined the meeting at 9:10am and Jason Winters at 9:50 am

OLD BUSINESS:

I. BOA Minutes:

Meeting Minutes for August 31, 2016

BOA reviewed, approved, & signed

II. BOA/Employee:

a. Time Sheets

BOA reviewed, approved, & signed

b. Emails:

1. Sue Hurley Info request update
2. FTP access to Chattooga County
3. 2016 Digest Submission acceptance
4. Klatt trust Tax Appeal update
5. Employee Appreciation
6. 2016 Digest Collection order
7. Chattooga WINGAP questions

BOA acknowledged receiving emails

III. BOE Report: Nancy Edgeman to forward via email an updated report for Board's review. **Please see attached Boeq report.**

BOA acknowledged that email was received

a. Total 2016 Certified to the Board of Equalization – 29

Cases Settled – 29

Hearings Scheduled – 0

Pending cases – 0

b. Total TAVT 2013-2016 Certified to the Board of Equalization – 42

Cases Settled – 42

Hearings Scheduled – 0

Pending cases – 0

One pending 2015 Appeal to Superior Court for Map & Parcel 57-21

BOA acknowledged there are 0 hearings scheduled at this time.

IV. Time Line: Nancy Edgeman to discuss updates with the Board.

NEW BUSINESS:

V. Appeals:

2016 Appeals taken: 114
Total appeals reviewed Board: 114
Pending appeals: 0
Closed: 114 Includes Motor Vehicle Appeals
Appeal count through 9/1/2016

Weekly updates and daily status kept for the 2016 appeal log by Nancy Edgeman.

BOA acknowledged

VI: MISC ITEMS

a. Re: Level II Qualifications

I would like to discuss with the Board of Assessors an email that I sent on August 8, 2016. I received no response to that email.

The email sent to the board read as follows:

I would like to present to the board that I have now been an appraiser II since September 23rd, 2014. I have been receiving compensation as a level II since June of 2015. I understand that policy requires us to work at each level for 1 year. Since I have reached that point and am now in my second year as a level II, I was hoping that there may be an increase in compensation for experience as a level II appraiser. Thank you in advance for your consideration of this matter.

I am unsure if an agenda item is the correct way to address this, and would appreciate your recommendations on how to approach this type of issue with the board in the future.

Reviewer: Randy Espy

Date: 08/08/2016

BOA acknowledged and discussed pay grades with Randy Espy.

b. Subject: Continuing Property Review and Reval

Tax Year: 2016

Contention: Coordinate reviews in congested areas and inside city limits then span outward to more sparse areas.

Determination:

1. The intention is to cover more property reviews between September and November during the slower months of traffic flow in the office.

a. The idea is that this will allow more concentration on data entry and in the big scheme of things get a lot more accomplished at a faster pace without jeopardizing accuracy.

2. Properties with many outbuildings, barns, implement sheds or any farming type buildings are typically in the outer city areas.

a. Based on previous property reviews of the properties with many out-buildings, working as a team was more efficient in both data collection and data entry.

Recommendation:

Requesting instructions from the Board of Assessors on when to begin property reviews.

Reviewer: Wanda A. Brown

Motion for Leonard Barrett, Wanda Brown, and Randy Espy to visit all property grades for reviews and reval year around unless pulled to stay in the office for specific reasons.

Motion: Mr. Wilson

Second: Mr. Bohanon

Vote: All that were present voted in favor

c. WINGAP discussion

1. Please see email

2. Handouts

Steve Waddell joined the meeting at 9:10am to discuss the quotes for the WINGAP server. He received a quote from North Georgia Computer Solutions LLC and Ken Tribble. The Board instructed Nancy Edgeman to contact North Ga Computer Solutions and discuss warranty, if the servers can run at the same time, did they install the server for Walker County, and references.

County Commissioner, Jason Winters joined the meeting at 9:50 am to discuss the Assessors office changing their operating system from Governmental Systems Inc to WINGAP. Mr. Winters stated he had done some research and he prefers to transition to WINGAP. Mr. Winters also stated if the Board approves the change to WINGAP the county will make the funds available.

Mr. Winters informed the Board that he will join their meeting around the second week in October to discuss the 2017 budget.

Mr. Bohanon stated Tracy Thomas with the DOR will be presenting WINGAP to the Assessors office on September 14, 2016 at 10:00 am.

Mr. Wilson stated the Board should make a decision on the WINGAP conversion between September 21, and September 28, 2016

Nancy Edgeman was instructed by the Board to call surrounding counties for information concerning their operating systems and installations.

VII: INVOICES

a. Summerville News - Date 8/31/2016 / Ad for Chief Appraiser Amt \$70.00.

BOA reviewed, approved, and signed

The Board requested a Mobile Home log and status update be provided by Roger Jones during the next Board meeting on 9/14/2016.

The Board of Assessors requested a weekly brief summary (3 sentences or less) from each employee summarizing their work week.

Meeting Adjourned at 10:27 am

William M. Barker, Chairman

Hugh T. Bohanon Sr.

Gwyn W. Crabtree

Richard L. Richter

Doug L. Wilson



Handwritten signatures of the Board members: William M. Barker, Hugh T. Bohanon Sr., Gwyn W. Crabtree, Richard L. Richter, and Doug L. Wilson.

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