Hart County Board of Assessors

P.O. Box 810

194 Cade Street

Hartwell, GA 30643

(706) 376-3997

Board Members:

**Jerry** Hanneken, Chairman

Ray Dillon, Vice chairman

David Thompson

Larry Bramblett

 Bill Myers

The Hart County Board of Assessors met Tuesday, October 18th, 2016 for a regularly scheduled meeting at the Hart County Appraisal Department. Those in attendance were Board of Assessor members Jerry Hanneken, Chairman, Ray Dillon, Vice chairman, Bill Myers, Larry Bramblett, and David Thompson. Wayne Patrick, Chief Appraiser, Shane Hix, Missy Dove and Nikki Graham were present for the office staff.

Nikki Graham took minutes for the meeting.

Mr. Hanneken called the meeting to order at 9:01 a.m.

Mr. Dillon opened the meeting with a prayer.

Mr. Hanneken gave a warm welcome to Mr. David Thompson as a new board member.

Mr. Hanneken requested a motion to accept the minutes of the September 20th, 2016 meeting. Motion was made by Mr. Dillon. Mr. Myers seconded, and the motion passed 5-0.

Mr. Hanneken requested a motion to approve and amend the agenda to include an executive session on personnel. Motion was made by Mr. Dillon. Mr. Myers seconded, and the motion passed 5-0.

Mr. Shane Hix presented 1 automobile appeal to the Board for consideration. Mr. Hix suggested a retail value and presented information to the Board on how he arrived at said value. After a brief discussion among the board motion was made by Mr. Dillon to accept staff’s recommendation. Mr. Thompson seconded, and motion passed 5-0.

Mr. Walter Gordon entered the meeting at 10:00 to discuss a pending legal matter.

Wayne Patrick, Chief Appraiser, updated the board on the status of the Appeal status, stating that there were three appeals that potentially could have been filed to Superior Court, however through communication with the property owners, questions have been answered and further action had not occurred at this time.

Mr. Patrick presented the board a letter on Freeport Exemption Information.Mr. Patrickasked for approval for the letter to be sent out before January 1, 2017. After a brief discussion among the board motion was made by Mr. Dillon. Mr. Myers seconded, and the motion passed 5-0. (A sample of this letter is attached to the original minutes.)

Mr. Patrick presented to the Board the ABOS & NADA schedule updates and requested approval for these to be uploaded into the system. After brief discussion among the board motion was made by Mr. Bramblett. Mr. Myers seconded, and the motion passed 5-0.

Mr. Hanneken questioned Wayne on the procedure of building permits, and what was done when something was picked up from an appraiser and was done with no building permit. Mr. Patrick explained to Mr. Hanneken that it was picked up and was billed from that year forward. Mr. Hanneken recommended that one of the board members sit down with Wayne and come up with something to be put in the PPM on findings with no building permit. Mr. Myers agreed to help with this.

Mr. Patrick made mention of the settlement conference where taxpayers could within 45 days of receipt of a taxpayers notice of appeal and before certification of the appeal to superior court where if both parties agree on value the appeal ends and the settlement value is a final value. Mr. Thompson and Mr. Hanneken said they would work withMr. Patrick ona procedure on the settlement conference and ask for approval from the board in the next meeting.

Mr. Patrick mentioned the retention schedule and how long records needed to be held on physical reviews. He asked if they could review the PPM and set policy on how long the hard copies needed to be retained on reviews. Mr. Hanneken stated he would work on that.

Mr. Patrick and Mr. Hanneken stated that a provision needed to be added to the PPM concerning receipt of appeals by email. Mr. Hanneken stated he would draft the provision for Board review.

Mr. Hanneken stated that he had recently did a ride-a-long with Mr. Patrick and Missy Dove, physically reviewing Hartwell city residential parcels. Mr. Patrick and Mr. Hanneken encouraged other board members to do ride-a-longs.

Mr. Hanneken stated that he will be scheduling time with Nikki Graham, before the end of the year, to review this year’s minutes with attention to attached supporting documentation.

Mr. David Thompson had to exit the meeting at 11:30.

There being no new business, old business, or public comment, Mr. Hanneken requested a motion to adjourn the meeting at 11:30 a.m. and enter executive session. Motion was made by Mr. Bramblett. Mr. Dillon seconded, and the motion passed 4-0.

Mr. Hanneken requested a motion to re-open the public meeting at 12:08 p.m. Mr. Myers made the motion, and it was seconded by Mr. Dillon. The motion carried 4-0.

There being no further business, Mr. Dillon made a motion to adjourn the meeting. Mr. Myers seconded, and the motion passed 4-0.

The meeting adjourned at 12:08 p.m.

Jerry Hanneken, Chairman Ray Dillon, Vice Chairman

Larry Bramblett David Thompson

Bill Myers

\* Documents are attached to the original minutes in the Tax Assessors Office.