

Gilmer County Board of Assessors  
Meeting Minutes  
SEPTEMBER 17, 2020  
Gilmer County Courthouse  
1 Broad Street, Suite 104, Ellijay, Georgia

Members attending: Gary Engel, Bill Logan, Tom Porter, Gerald Davis, John Williamson.

Staff attending: Theresa Gooch, Chief Appraiser, Lacy Ryan, Deputy Chief Appraiser, Donna Walker, Secretary

David Clark: County Attorney

1. CALL TO ORDER: Gary Engel called the meeting to order at 3:00 P.M.
2. APPROVAL OF MINUTES OF AUGUST 13, 2020: Upon motion of Tom Porter, second by Gerald Davis, to accept the minutes as presented. Vote: Yes- Engel/Logan/Porter/Davis/Williamson.
3. ADOPTION OF AGENDA: Ms. Gooch amended the agenda to add items 4c, 5a and 14d. Upon motion of Tom Porter, second by Gerald Davis, to approve the agenda as amended. Vote: Yes- Engel/Logan/Porter/Davis/Williamson.
4. OLD BUSINESS:
  - a. Certify to Hearing Officer – 2067 106B – Upon motion of Tom Porter, second by Gerald Davis to certify appeal to a hearing officer. Vote: Yes- Engel/Logan/Porter/Davis/Williamson.
  - b. HB 1383 Update – Mr. Clark spoke with the Attorney General's Office on September 1st. No update.
  - c. CARES ACT – Ms. Gooch stated the Board of Commissioners approved the items requested to be purchased with CARES ACT funds as discussed in last month's meeting.
5. NEW BUSINESS:
  - a. Expenditure Budget Report – June and July – Ms. Gooch stated we should be at 58% for June and 67% for July. The office is at 58% and 65% respectively. The board is at 36% and 39% respectively.
  - b. Appeal to Superior Court Requested – 3098H 031 – To be discussed in Executive Session.
6. CONSERVATION USE:
  - a. New/Renew/Continuation/Release/Change of Use – Upon motion of Tom Porter, second by Gary Engel to approve the list as presented. Vote: Yes- Engel/Logan/Porter/Davis/Williamson. This application was previously denied due to lack of a notarized signature. This was corrected by appeal.
7. BOARD OF EQUALIZATION – Upon motion of Tom Porter, second by Bill Logan to approve the list as presented. Vote: Yes- Engel/Logan/Porter/Davis/Williamson.

8. ACCEPTABLE USE POLICY FOR MOBILE DEVICES – Upon motion of Tom Porter, second by Bill Logan to approve the policy as presented but adding the word “lost” to the 3<sup>rd</sup> bullet point of section VI to read “Any mobile device damaged by improper handling, misuse or lost...” Vote: Yes- Engel/Logan/Porter/Davis/Williamson.
9. REVISED 2020 APPEAL LIST APPROVAL/MEMO FROM CHAIRMAN – This was necessary due to the legislation extending the appeal deadline and the resulting addition of appeals after the original digest submission. Upon motion of Tom Porter, second by Bill Logan to approve the revision as presented. Vote: Yes- Engel/Logan/Porter/Davis/Williamson.
10. BOA VIRTUAL TRAINING SALARY – Ms. Gooch stated the board will be paid \$100/day for any virtual training. This was already in the budget for classes that would have been taken in person.
11. 2021 BUDGET WORKSHOP – Ms. Gooch presented several line items for the 2021 budget. She presented quotes from GMASS and McCormick Solutions under professional services. Upon motion of Bill Logan, second by Tom Porter to use GMASS for the items stated on the quote. Ms. Gooch stated the quotes from Traylor Business Service and Deen’s LLC were for on-site Personal Property audits but the decision has been made not to conduct on-site audits next year so this will not be in the 2021 budget request. Instead, she will be requesting funds to add Personal Property to Qpublic next year which will have a setup fee of \$3240 but includes a free GIS layer. This will allow taxpayers to view the FMV of businesses. The goal will be to add a module to allow taxpayers to file Personal Property Returns through Qpublic in the future. Ms. Gooch stated she also ordered a cell booster to see if it helps the field appraisers when they are in areas where service is not good. If it is effective, she will request funds to purchase additional boosters. Each booster is \$225.
12. REAL PROPERTY CHANGES:
  - a. E&R’s – Upon motion of Bill Logan, second by Tom Porter to approve the list as presented. Vote: Yes- Engel/Logan/Porter/Davis/Williamson.
13. MANUFACTURED HOME CHANGES: E&R’s – Upon motion of Bill Logan, second by Tom Porter to approve the list as presented. Vote: Yes- Engel/Logan/Porter/Davis/Williamson.
14. PERSONAL PROPERTY CHANGES:
  - a. E&R’s – Upon motion of Bill Logan, second by Gary Engel to approve the list as presented. Vote: Yes- Engel/Logan/Porter/Davis/Williamson.
  - b. Audit Findings – Upon motion of Gary Engel, second by Bill Logan to approve the list as presented with corrections to accounts 23091 and 24615 as discussed and removing 24667, 24668, 24923 and 24948. Vote: Yes- Engel/Logan/Porter/Davis/Williamson.
  - c. Vehicle Appeals – Upon motion of Bill Logan, second by Gary Engel to approve the list as presented. Vote: Yes- Engel/Logan/Porter/Davis/Williamson.
  - d. ABOS 2020 Schedule Update – Upon motion of Tom Porter, second by Bill Logan to approve the schedule as presented. Vote: Yes- Engel/Logan/Porter/Davis/Williamson.
15. CHIEF APPRAISER COMMENTS: Ms. Gooch stated the digest was accepted on August 28<sup>th</sup> and in compliance with the Department of Revenue. The millage rate was reduced by .65 for 2020. Due to issues with the Board of Equalization, all hearings are being rescheduled with the first ones taking place at the end of October.

16. CHAIRMAN'S COMMENTS: Mr. Engel asked if there were any current issues related to COVID-19 either in the office or the courthouse. Ms. Gooch stated the staff is healthy, still wearing masks and washing hands. The courthouse is doing temperature checks but not requiring masks. Mr. Engel stated the staff was doing a great job.

17. PUBLIC COMMENTS: None.

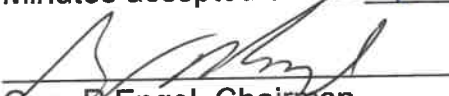

18. EXECUTIVE SESSION: Upon motion of Gary Engel, second by Tom Porter to suspend the regular meeting and go into Executive Session at 3:50 P.M. Vote: Yes- Engel/Logan/Porter/Davis/Williamson.

Upon motion of Tom Porter, second by John Williamson to resume the regular meeting at 4:32 P.M. Vote: Yes- Engel/Logan/Porter/Davis/Williamson.

Upon motion of Tom Porter, second by Bill Logan to deny the request for 3098H 031 to bypass the Board of Equalization and go directly to Superior Court. Vote: Yes- Engel/Logan/Porter/Davis/Williamson.

Upon motion of Tom Porter, second by Bill Logan to amend the budget as discussed for Professional Services and Contract Services and to adjust the salary line items as discussed. Vote: Yes- Engel/Logan/Porter/Davis/Williamson.

19. ADJOURNMENT: Upon motion of Tom Porter, second by Gerald Davis, to adjourn the meeting at 4:34 P.M. Vote: Yes- Engel/Logan/Porter/Davis/Williamson.

Minutes accepted on the 15<sup>th</sup> day of October, 2020  
  
Gary R. Engel, Chairman  
  
Donna Walker, Secretary

