



Hall County Board of Tax Assessors  
Meeting Minutes  
Hall County Government Center Building  
February 1, 2023  
4:00 PM

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- A. MEETING CALLED TO ORDER
- B. MINUTES FROM JANUARY 18, 2023 MEETING
- C. NOD'S & RELEASES
- D. HOMESTEAD EXEMPTIONS
- E. 2022 TAX DIGEST
- F. 2023 PROJECTS
- G. POLICY & PROCEDURES
- H. ON-LINE FORMS
- I. STAFFING
- J. EXECUTIVE SESSION
- K. QUESTIONS OR COMMENTS FROM THE BOARD
- L. ADJOURN

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**Assessors Present:** Eric Jackson, Berlinda Lipscomb, Jennifer Pettitt and Ann Hood. Jim Henderson was absent.

**Others Present:** Chief Appraiser Steve Watson, Deputy Chief Appraiser John Smith and Administrative Services Manager Janene Smith with Janene Smith serving as Secretary to the Board of Tax Assessors.

Meeting called to order by Chairman Jackson at 4:00 p.m. in the Commission Meeting Room, 2<sup>nd</sup> Floor, Hall County Government Center Building, 2875 Browns Bridge Road, Gainesville, GA 30504.

4 of 5 Board members present for the meeting.

**1. Approval of Minutes of Last Meeting**

Motion to accept and approve the minutes as presented made by Ms. Hood seconded by Ms. Pettitt. Vote: 4-0. Approved.

**2. Approval/Additions/Deletions to Agenda: None at this time.**

Motion to approve the agenda as presented made by Ms. Lipscomb seconded by Ms. Pettitt. Vote: 4-0. Approved.

**3. Administrative**

a. NOD's & Releases:

- Staff presented the Board the current list of NOD's & Releases for Real and Personal Property and Motor Vehicle appeals.

Motion to approve the current list of NOD's & Releases for Real and Personal Property and MV appeals was made by Ms. Pettitt and seconded by Ms. Hood. Vote: 4-0. Approved.

- The staff presented the Board with the current list of 30/45 day notices for Personal Property.

Motion to approve the mailing of the Personal Property notices made by Ms. Lipscomb and seconded by Ms. Hood. Vote: 4-0. Approved.

b. 2023 Homestead Exemptions:

- Staff presented the Board with the current list of new Homestead Exemptions for 2023.

Motion to approve the list of new homesteads for 2023 made by Ms. Pettitt and seconded by Ms. Lipscomb. Vote: 4-0. Approved.

**4. Real/Personal Property Appraisal:**

a. 2022 Tax Digest:

- Staff presented the Board with a list of misc. corrective 45 day notices.

Motion to approve the list of misc. corrective 45 day notices made by Ms. Pettitt and seconded by Ms. Lipscomb. Vote: 4-0. Approved.

b. 2023 Projects:

- Mr. Smith did a power point for the Board showing sales and trends over last couple of years.
- Staff informed the Board that they had met with GMASS about doing the updates for the Commercial & Industrial cost tables for 2023.

**5. Other Business**

a. Policy & Procedure:

- Mr. Watson informed the Board that he would have the revised Policy & Procedure manual ready at a later meeting.

**6. Chief Appraisers Report**

a. On-Line Forms:

- The staff informed the Board of the overwhelming response to the on-line forms.
- Staff informed the Board about the webinar next week with QPublic showing other counties our forms that we are now using.

b. Staffing:

- The staff updated the Board on the open positions within the office.

**7. Executive Session**

- The Board went into Executive Session @ 4:39 p.m. to discuss pending litigation.
- The Board reconvened @ 5:14 p.m.

**8. Assessor Comments**

- The Board requested information about how the pay study had affected all the employees within the office.

**9. Adjourn**

- The meeting adjourned at 5:17 p.m.

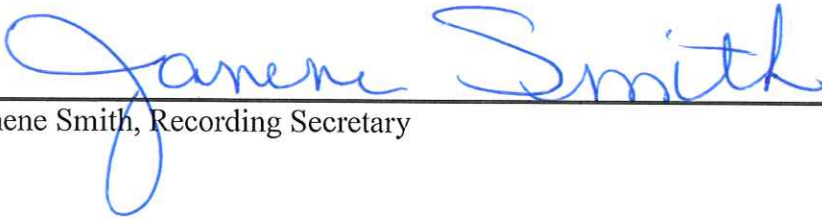
**In order to speak at a board meeting or to get an item on the board's agenda, contact Steve Watson, Chief Appraiser at 770-531-6733.**

\*\*\*Handouts and documents presented to the Board of Assessors for consideration and that are not included herein are available upon request for review or copied at a nominal cost per copy. For further information, please contact Administrative Services Manager Janene Smith at 770-531-6739 or email [jasmith4@hallcounty.org](mailto:jasmith4@hallcounty.org)



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~~Eric Jackson~~, Chairman  
Acting



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Janene Smith, Recording Secretary