

**Catoosa County Board of Assessors**  
**798 Lafayette Street, Governmental Building**  
**Ringgold, Georgia 30736**  
**Phone: 706-965-3772**  
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*Tony Henson, Chairman*  
*Ann Knight, Vice-Chair*  
*Jim Clark*  
*Wendell Folks*  
*Mike Key*

**Meeting Minutes**  
**Catoosa County Board of Assessors**  
**Regular December 15, 2015 Meeting**

**Time and Place**

The Regular December 2015 Meeting of the Catoosa County Board of Assessors was held on Tuesday December 15<sup>th</sup> at 9:00 a.m. in the Board of Assessors' Office located at 798 Lafayette Street, Administration Building, Ringgold, Georgia.

**Members Present**

All members were present: Jim Clark, Wendell Folks, Tony Henson, Mike Key and Ann Knight.  
Staff: Dale McCurdy.

**Minutes**

The Minutes from the Regular November 17<sup>th</sup> Meeting were approved as prepared. *Jim Clark made motion to approve seconded by Wendell Folks and voted unanimous.*

**Reports**

The following were presented and discussed:

- Board of Equalization Schedule set for January 4, 5, and 6<sup>th</sup>,
- Final disposition of the R. Black CUV breach TP- 40-89,
- November Building Permits,
- November Sales Summary, Deed Activity and Ratios.

**Business**

**1. 2016 Pre-Bill Mobile Home Digest**

The Chief Appraiser presented the 2016 pre-bill mobile home digest reporting count and value to be similar as the previous digest with 2,558 homes assessed at 8,159,464 (20,398,660 FMV). Also stated the digest was prepared earlier than the January 5<sup>th</sup> submission date as requested by the tax commissioner. *Jim Clark made motion to adopt the 2016 pre-bill mobile home digest seconded by Wendell Folks and voted unanimous.*

**2. C. Proctor Release of Covenant TP 27-111**

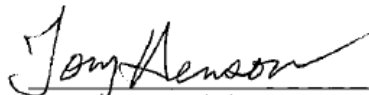
The Board was presented a written request from Charles Proctor, Jr for the 65 and over one time opt-out of covenant for TP 27-111. *Jim Clark made motion to approve the request seconded by Mike Key and voted unanimous.*

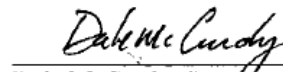
3. County Employee Handbook

The Chief Appraiser presented and discussed with the Board the new county employee handbook adopted by the Board of Commissioners along with the summary of changes. The appraisal staff has been presented copies. *Jim Clark made motion to acknowledge and approve use of the new handbook seconded by Wendell Folks and voted unanimous.*

**Adjournment**

There was no further business. *Jim Clark made motion to adjourn at 11:20 a.m. seconded by Wendell Folks and voted unanimous.*

  
\_\_\_\_\_  
Tony Henson, Chairman

  
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Dale McCurdy, Secretary