



BOARD OF ASSESSORS

5 GOVERNMENT PLAZA · ROME, GEORGIA 30161

PHONE: 706.291.5143 · FAX: 706.290.6074

www.floydcountyga.gov/assessor

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CAUCUS MINUTES

September 8, 2026

Members Present: Peter Jordan, Chairman; Bob Henderson, Vice-Chair; Bill Gilliland, Member.

Staff Present: Ben Pope, Deputy Chief Appraiser; Sarah Winter, Real Property Appraiser; Jessica Sharp, Appraiser II; Danny Womack, Chief Appraiser.

CALL TO ORDER

Chairman Peter Jordan called the caucus to order.

REVIEW OF SEPTEMBER 9, 2026, REGULAR MEETING AGENDA

The Board reviewed the proposed agenda for the September 9, 2026, regular meeting. No changes to the agenda were identified during the caucus. No known public participation was reported at the time of review.

APPROVAL OF PRIOR MINUTES

The Board reviewed the August 18, 2026, caucus minutes and the August 19, 2026, regular meeting minutes. During the review, the Board requested that the regular meeting minutes identify the member making each motion and the member seconding each motion, consistent with the Board's prior practice. Staff agreed to revise the draft before presentation for approval.

CONSENT AGENDA REVIEW

The Board reviewed the Real Property ACOs and Transferred Conservation Use Applications proposed for the consent agenda.

During review of the Real Property ACOs, the Board discussed several corrections and value changes. For parcel J11Y358, staff explained that a residence had been moved to an adjoining parcel. The Board requested that staff identify the receiving parcel and provide that information for the regular meeting. The value change for parcel H13X180 was explained as resulting from the closure and condition of the former Par 3 Golf Course and the reclassification of the clubhouse to a utility building.

Sarah Winter presented the transferred Conservation Use application involving property formerly held under covenant by Randall Mullinax. Staff explained that 15.74 acres had been transferred to Zachary Lee Stone and that both parties had completed the necessary continuation documents to avoid a breach. An apparent acreage discrepancy was explained as the result of an acreage correction from a recorded plat; the current covenant acreage remaining with Mullinax was stated as 21.89 acres. Staff will provide the supporting report for the Board.

UNFINISHED BUSINESS

Staff provided the requested TrueRoll update. The reported actual tax amount recovered was \$194,606 in total, with \$63,020 recovered year-to-date.

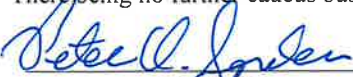
Jessica Sharp provided an update on personal property audits. Two 2025 audits were complete and ready for ACO processing, with approximately four to five additional 2025 audits remaining. Nine accounts were reported as having provided no response and may require subpoenas for records. Staff are continuing to coordinate with the outside auditor regarding outstanding audits, physical inspections, and non-responsive accounts.

NEW BUSINESS / STAFF UPDATES

Staff reported that Chris White and Jessica Sharp successfully completed the IAAO income course. Jessica Sharp also completed the Appeals Procedure class, completing the prerequisites discussed for her upcoming Appraiser III training. Staff also reported that the 2026 digest collection order had been approved.

ADJOURNMENT

There being no further caucus business, the caucus concluded.


Peter Jordan, Chairman

16-14-26
Date Approved