

**Wayne County Board of Tax Assessors**

**Minutes of Monthly Meeting**

**July 24, 2025**

**Present:** Bill Parker, Chairman  
Monica O 'Quinn, Vice-Chairman  
Paul McDuffie  
John Shaver SR  
Karon Ivery  
Kim Wilson, Interim Chief Appraiser  
Kendra Howard, BOA Secretary

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**Chairman Bill Parker called the meeting to order.**

**A motion was made by John Shaver, Sr. and seconded by Monica O'Quinn to approve the July 24, 2025, agenda. All agreed, and the motion passed unanimously.**

**A motion was made by Karon Ivery and seconded by Paul McDuffie to approve the June 26, 2025, minutes. All agreed, and the motion passed unanimously. See attached corrected June 26, 2025, minutes for additional information and below:**

- **Page 2, paragraph 5, change GMAS to GMASS in both places**
- **Page 2, paragraph 5, change 30,00 to 30,000**
- **Page 4, paragraph 1, change open to opened**
- **Page 4, paragraph 2, add Georgia before DOR**
- **Page 4, delete 3<sup>rd</sup> paragraph**

**A motion was made by Monica O'Quinn and seconded by John Shaver, Sr. to approve the July 8, 2025, minutes. All agreed, and the motion passed unanimously. See attached corrected July 8, 2025, minutes for additional information.**

**During unfinished business, a motion was made by Karon Ivery and seconded by John Shaver, Sr. to approve the Chief Appraiser Job Description with the**

**corrections below and decided to post the announcement beginning August 4<sup>th</sup> through August 25<sup>th</sup>. All agreed and the motion passed unanimously. See attached Job Description for additional information.**

**Changes are as follows:**

- Job Summary. 1<sup>st</sup> paragraph. Change exercise to exercises. Change appraisal to appraisals. Change assessment to assessments. Change Board of Assessors to Board of Tax Assessors.**
- Major Duties. Change Board of Assessors to Board of Tax Assessors. Delete comma between personnel and engage. Change engage to engaged and delete the following ‘the’. Change short- to short-term. Add ‘and Accounts’ to Department of Audits. Add ‘and performance reviews’ to Represents the Board of Tax Assessors in audits and performance reviews by the Georgia Department of Revenue.**
- Supervisory Controls. Change Board of Assessors to Board of Tax Assessors. Change department to departmental. Change Supervisors to supervisor. Change review to reviews.**
- Supervisory and Management Responsibility. Change Appraiser to Appraisers.**
- Special Certifications and Licenses. Change Appraiser II to Appraiser III.**
- Position Vacancy for Advertisement. Minimum Education, Training, and Experience. Change Bachelor’s to Baccalaureate.**
- Position Vacancy for Advertisement. Salary Range. Change from to Minimum of.**
- Position Vacancy for Advertisement. Application Deadline. Add Start August 4<sup>th</sup> and run through August 25, 2025.**

**During unfinished business, motion was made by Monica O’Quinn and seconded by Karon Ivery to table the approval of the Deputy Chief Appraiser Job Description and the position posting. All agreed and the motion passed unanimously. See attached Job Description for additional information.**

**During unfinished business, a motion was made by John Shaver, Sr. and seconded by Karon Ivery to approve the Commercial Appraiser Job Description with the suggested changes listed below and decided to post the announcement beginning August 4<sup>th</sup> through August 25<sup>th</sup>. All agreed and the motion passed unanimously. See attached Job Description for additional information.**

**Changes are as follows:**

- **Page 1. Change Commercial to Commercial Property in heading.**
- **Page 1. Major Duties. Change Deputy Chief to Real Property.**
- **Page 2. Guidelines. Remove the comma between ‘Official Code of Georgia’ and ‘Annotated’.**
- **Minimum Qualifications. Change first bullet point to ‘High School diploma. An Associate or Baccalaureate degree in a related field of study is preferred’.**
- **Special Certifications and Licenses. Change last bullet point to ‘Possession of or the ability to readily obtain at least the Appraiser II certification issued by the Georgia Department of Revenue, hold an Appraiser Certification, and/or five years of real estate experience.’**
- **Position Vacancy Advertisement. Minimum Education, Training, and Experience. Change Bachelor’s to Baccalaureate.**
- **Position Vacancy Advertisement. Required Certificates / Licenses. Change Appraiser II to Appraiser III. Change ‘within one (1) years’ to ‘one (1) year’.**
- **Position Vacancy Advertisement. Salary Range. Change From to Minimum of.**
- **Position Vacancy Advertisement. Applications Deadline. Add August 4, 2025 through August 25, 2025.**

**During new business, Interim Chief Appraiser Kim Wilson informed the board that GMASS will have boots on the ground by August 1, 2025. The board discussed ways to inform the public such as a notice in the Local News Paper, on the County Website and on the Local Radio Station.**

**During new business, a motion was made by Paul McDuffie and seconded by Karon Ivery to approve the July 2025 Car Appeals. All agreed and the motion passed unanimously.**

**Car Appeal approved was as follows:**

| <b>Name</b>              | <b>Year/Make/Model</b> | <b>Suggested Value</b> |
|--------------------------|------------------------|------------------------|
| • <b>Chris Dixon</b>     | 2013 RAM 1500          | \$4,500                |
| • <b>Chris Dixon</b>     | 2015 RAM 1500          | \$2,800                |
| • <b>Earl Bailey</b>     | 2007 Merz SL CN        | \$8,000                |
| • <b>Laura Lea Lewis</b> | 2008 Kia Sorento       | \$500                  |
| • <b>Mark Pickens</b>    | 2016 CHEVY Silverado   | \$10,750               |

|                          |                                |          |
|--------------------------|--------------------------------|----------|
| • <b>Ruben Cervantes</b> | 2007 Dodge Ram                 | \$7,880  |
| • <b>Richard Tyre</b>    | 2018 GM Sierra K2500 (Bearing) | \$28,000 |

**During new business, a motion was made by Karon Ivery and seconded by Monica O’Quinn to approve the July 2025 Veteran Exemptions for tax year 2025. All agreed and the motion passed unanimously (John Shaver, Sr. was not in the room to vote). See attached spreadsheet Veteran Exemptions, July 24, 2025, for additional information.**

**During new business, a motion was made by Monica O’Quinn and seconded by Paul McDuffie to approve the July 2025 Homestead Exemptions for tax year 2025. All agreed and the motion passed unanimously. See attached spreadsheet Homestead Exemptions, July 24, 2025, for additional information.**

**During new business, a motion was made by Paul McDuffie and seconded by Karon Ivery to approve the 2025 Conservation Use Value Assessment (CUVA) Applications. All agreed, and the motion passed unanimously. See attached spreadsheet 2025 Conservation Applications, July 24, 2025, for additional information.**

**During new business, a motion was made by Monica O’Quinn and seconded by John Shaver, Sr. to approve the July 2025 CUVA Breach without Penalty, for William Jackson, parcel 135-48-5 and for Meta Long, parcel 27-19-8. The owners passed. All agreed and the motion passed unanimously. See attached spreadsheet, CUVA Breach Without Penalty, July 24, 2025, for additional information.**

**During New business, a motion was made by John Shaver, Sr. and seconded by Monica O’Quinn to approve the July 2025 ACO’s without Appeal-Name Correction for Tax Year 2025. All agreed and the motion passed unanimously. See attached spreadsheet ACO’s without Appeal-Name Correction, July 24, 2025, for additional information.**

**During New business, a motion was made by Karon Ivery and seconded by John Shaver, Sr. to approve the July 2025 ACO’s without Appeal-Not on Digest for Madray Rentals LLC, MH-13063, tax year 2025. Mobile Home was not on the Mobile Home digest. All agreed and the motion passed unanimously. See attached spreadsheet ACO’s without Appeal-Not on Digest, July 24, 2025, for additional information.**

**During new business, a motion was made by Karon Ivery and seconded by Monica O'Quinn to approve the July 2025 Appeals without ACO-Exemptions for tax year 2025. All agreed and the motion passed unanimously. See attached spreadsheet Appeals without ACO-Exemptions, July 24, 2025, for additional information.**

**During new business, a motion was made by John Shaver, Sr. and seconded by Monica O'Quinn to approve the July 2025 Appeals without ACO-Exemption Denials for tax year 2025. All agreed and the motion passed unanimously. See attached spreadsheet Appeals without ACO-Exemption Denials, July 24, 2025, for additional information.**

**During new business, a motion was made by Monica O'Quinn and seconded by Karon Ivery to approve the July 2025 Appeals-No Value Change-Forward to BOE for GPG Holdings LLC, parcel 7-7-1, tax year 2025. Property was being double billed in Wayne County and Appling County. Appling County is going to go back three years on their side. We will keep the parcel for Wayne County as is. All agreed and the motion passed unanimously. See attached spreadsheet Appeals-No Value Change-Forward to Boe, July 24, 2025, for additional information.**

**During new business, a motion was made by Karon Ivery and seconded by John Shaver, Sr. to approve the July 2025 ACO's without Appeals-Value Change. All agreed and the motion passed unanimously. See attached spreadsheet ACO's without Appeals-Value Change, July 24, 2025, for additional information.**

**During new business, a motion was made by Karon Ivery and seconded by John Shaver, Sr. to approve the July 2025 Appeals without ACO-Value Changes for tax year 2025. All agreed and the motion passed unanimously. See attached spreadsheet Appeals-without ACO-Value Changes, July 24, 2025, for additional information.**

**During new business, a motion was made by Monica O'Quinn and seconded by John Shaver, Sr. to add the Administrative Assistant Job Description review and post to the agenda. All agreed and the motion passed unanimously.**

**During new business, a motion was made by Monica O'Quinn and seconded by Karon Ivery to approve the Administrative Assistant Job Description and posting with the changes listed below. After changes, we will go ahead and post the Position Vacancy. All agreed and the motion passed unanimously. See attached Administrative Assistant Job Description for additional information.**

- **Page 1. Major duties. Delete ‘Maintains 911 address database’.**
- **Page 2. Physical Demands/Work Environment. Add bullet point ‘The work is typically performed in an office but also requires work in the outdoors.’**

**During other business, Chairman Bill Parker informed the board that the next board meeting is Thursday August 28, 205 @ 11 a.m.**

**A motion was made by Paul McDuffie and seconded by John Shaver, Sr., to adjourn the meeting. All agreed, and the motion passed unanimously.**