

**MINUTES
DEKALB COUNTY BOARD OF ASSESSORS
October 4, 2018**

A meeting of the DeKalb County Board of Assessors was held on Thursday, October 4, 2018. Present were the following:

**John W. Lawson, J.D., LL.M., Chair
James Vernor, PhD, MAI, Vice-Chair
Robert A. Burroughs, J.D., Assessor
Charlene Fang, Assessor
Calvin C. Hicks, Chief Appraiser/BTA Secretary
Donna Rosser, Assistant Chief Appraiser
Brian Jennings, Deputy Chief Appraiser – Residential
Brentnol Baker, Deputy Chief Appraiser – Commercial
Vance Clements, Appraiser – Business Personal Property
Teresa H. Nealey, Recording Secretary**

ABSENT

**Vivian R. Ingersoll, Assessor
Allen Alford, Supervisor – Business Personal Property**

CALL TO ORDER

The Chair called the meeting to order at 9:34 a.m.

APPROVAL OF AGENDA

The Chair called for a motion to approve the amended 10/4/18 Agenda, made by Robert Burroughs, seconded by Jim Vernor. The motion carried unanimously.

APPROVAL OF MINUTES

The Chair called for a motion to approve the 9/20/18 Minutes, made by Robert Burroughs, seconded by Jim Vernor. The motion carried unanimously.

CITIZEN TIME

No citizens requested time to address the Board.

INTRODUCTION OF NEW EMPLOYEE

Calvin Hicks introduced Albert Johnson (aka Terrell) to the Board. Terrell stated that he is happy to be here and the Chair stated that he is glad to have him. The Board members introduced themselves. Terrell is an appraiser in the Residential division.

BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS

The Chair called for a motion to approve batches 1 through 28 of this agenda as amended made by Jim Vernor, seconded by Robert Burroughs. (It should be noted that the 10/4/18 BTA Agenda Update showed parcel 18 233 06 058 being pulled from batch 7 and parcel 18 101 02 177 being pulled from batch 8. After discussion, the motion carried unanimously.

APPROVAL OF 2018 PUBLIC UTILITY VALUES

Calvin Hicks stated that the Board received the 2018 Public Utility Values electronically prior to this meeting. He gave the statistics and recommended Board adoption and notices be sent. The Chair called for a motion, made by Jim Vernor and seconded by Robert Burroughs. The motion carried unanimously.

STAFF REPORTS

See attached.

CHIEF APPRAISER'S REPORT

See attached.

The Board discussed the professional revision of the letterhead that was emailed to them prior to this meeting. After review and discussion, Jim Vernor moved to approve the new letterhead, however this motion failed for lack of a second. The members decided that the letterhead will be discussed at a later time.

OTHER BUSINESS

Jim Vernor announced that he has proposed a course to the Department of Revenue on tangible assets and separating them from real property at the recommendation of Mark Lloyd. It should premier by the next CAVEAT.

EXECUTIVE SESSION

The Chair declared the General Session adjourned and called the Executive Session to order at 10:44 a.m. A personnel matter was discussed and no action was taken. Jim Vernor made a motion to adjourn to General Session, seconded by Robert Burroughs. The session ended at 11:14 a.m.

This session was conducted in accordance with O.C.G.A. 50-14-4 (The Open Meetings Act.)

ADJOURNMENT

The Chair declared the meeting adjourned at 11:14 a.m.

This meeting was conducted in accordance with O.C.G.A. 50-14-(1-6).

Signed by:


Calvin C. Hicks, Jr.
Chief Appraiser/BTA Secretary

Date Approved: 10/8/18