

**MINUTES
DEKALB COUNTY BOARD OF ASSESSORS
September 20, 2018**

A meeting of the DeKalb County Board of Assessors was held on Thursday, September 20, 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
Vivian R. Ingersoll, 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
Allen Alford, Supervisor – Business Personal Property
Teresa H. Nealey, Recording Secretary**

ABSENT Charlene Fang, Assessor

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 9/20/18 Agenda, made by Jim Vernor, seconded by Robert Burroughs. The motion carried unanimously.

APPROVAL OF MINUTES

The Chair called for a motion to approve the 9/6/18 Minutes, made by Robert Burroughs, seconded by Jim Vernor. The motion carried unanimously.

CITIZEN TIME

No citizens requested time to address the Board.

BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS

The Chair called for a motion to approve batches 1 through 21 of this agenda as amended made by Jim Vernor, seconded by Vivian Ingersoll. (It should be noted that the 9/20/18 BTA Agenda Update showed parcels 18 010 05 012 and 18 110 01 104 being pulled from batch 7. Also parcels 18 334 01 232, 18 334 01 240, 18 334 01 241, 18 334 01 242 and 18 334 01 243 were pulled from batch 12 and moved to batch 22. After discussion, the motion carried unanimously.

The Chair called for a motion to approve batches 22 through 26 of this agenda as amended by Jim Vernor and seconded by Vivian Ingersoll. After discussion, the motion carried unanimously.

STAFF REPORTS

See attached.

PROPOSAL OF POLICY CHANGE

Calvin Hicks proposed a policy change that was previously sent to board members by email. Staff is requesting the development of new policy to address instances where multiple parcels are appealed. After minor changes were made to the document, Mr. Hicks distributed a corrected copy to all board members. After review the Chair called for a motion for adoption, made by Vivian Ingersoll, seconded by Jim Vernor. The motion carried unanimously.

CHIEF APPRAISER'S REPORT

See attached.

EXECUTIVE SESSION

The Chair called the session to order at 11:04 a.m. A personnel matter was discussed. No action was taken. Vivian Ingersoll made a motion to adjourn to General Session, seconded by Robert Burroughs. The session ended at 11:31 a.m.

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

OTHER BUSINESS

ADJOURNMENT

The Chair called for a motion to adjourn, made by Jim Vernor, seconded by Vivian Ingersoll. The meeting adjourned at 11:31 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: 10-4-18