

**MINUTES
DEKALB COUNTY BOARD OF ASSESSORS
November 3, 2022**

A meeting of the DeKalb County Board of Assessors was held on Thursday, November 3, 2022. Present were the following:

**Charlene Fang, Chair
Robert A. Burroughs, J.D., Vice-Chair
James Vernor, PhD, MAI, Assessor
Joseph Kusmik, 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, Supervisor – Business Personal Property
Teresa H. Nealey, Recording Secretary**

ABSENT

Vivian R. Ingersoll, MA, Assessor

CALL TO ORDER

The Chair called the meeting to order at 9:30 a.m.

APPROVAL OF AGENDA

The Chair stated that the 11/3/22 Agenda had been received along with the BOA Agenda Update showing (2) pulled parcels: 15 223 01 326 from Batch 10 and parcel 16 040 06 003 on batch 23. She asked if there were any additional corrections or additions. Hearing none, she called for a motion for Approval of the Agenda of 11/3/22, made by Robert Burroughs, seconded by Jim Vernor. The motion carried unanimously.

APPROVAL OF MINUTES

The Chair called for a motion to approve the Minutes of 10/20/22. Jim Vernor made a motion for Approval of the Minutes of 10/20/22, seconded by Robert Burroughs. 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 discussion of Staff Recommendations batches 1 through 30, excluding parcel 15 223 01 326 from batch 10 and parcel 16 040 06 003 batch 23. After discussion the Chair called for a motion to approve Staff Recommendations, made by Robert Burroughs and seconded by Jim Vernor. The motion carried unanimously.

APPROVAL OF THE EQUILIZATION RATE FOR PUBLIC UTILITIES –

Authorization to send annual assessment notices

Vance Clements gave highlights regarding this process and noted the updated cover sheet provided to the Board. After discussion, the Chair called for a motion to approve the equalization rate of 37.02 and authorization to send notices, made by Jim Vernor and seconded by Robert Burroughs. The motion carried unanimously.

STAFF REPORTS

See attached.

CHIEF APPRAISER'S REPORT

See attached.

OTHER BUSINESS

Adoption of Revised Policy Manual

The Board discussed adopting the revised Policy Manual as all updates have been made. The Chair called for a motion. Robert Burroughs made a motion to adopt the revised Policy Manual, seconded by Jim Vernor. The motion carried unanimously. Robert Burroughs also commented that the Manual can be updated at anytime during the year as updates become available.

ADJOURNMENT

There being no further business, the Chair declared the meeting adjourned at 10:16a.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:

