

**MINUTES**  
**DEKALB COUNTY BOARD OF ASSESSORS**  
**August 8, 2019**

**A meeting of the DeKalb County Board of Assessors was held on Thursday, August 8, 2019. Present were the following:**

**Robert A. Burroughs, J.D., Chair**  
**James Vernor, PhD, MAI, Vice-Chair**  
**Vivian R. Ingersoll, Assessor**  
**Charlene Fang, Assessor**  
**John W. Lawson, J.D., LL.M., 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**

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

**The Chair stated that the Agenda will change in that batch 15 will be discussed separately in Executive Session. He also noted pulls that are shown on the BTA Agenda Update. With these changes, he called for a motion to approve the 8/8/19 Agenda, made by Vivian Ingersoll, seconded by Charlene Fang. The motion carried unanimously.**

**APPROVAL OF MINUTES**

**The Chair called for a motion to approve the 6/27/19 Minutes, made by Jim Vernor and seconded by Charlene Fang. The motion carried unanimously.**

**The Chair called for a motion to approve the 7/11/19 Minutes, made by Jim Vernor and seconded by Vivian Ingersoll. The motion carried unanimously.**

**The Chair called for a motion to approve the 7/26/19 Minutes, made by Charlene Fang and seconded by John Lawson. 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 17 of this agenda, made by Jim Vernor noting the exclusion of batch 15 and pulled parcels as shown on the BTA Agenda Update, seconded by John Lawson. After discussion, the Chair called for a vote which passed unanimously.

Vivian Ingersoll complimented Brentnol Baker and his group on the good work and training they have done.

The Chair called for a motion to approve batches 18 through 28 of this agenda made by Jim Vernor, seconded by John Lawson. After discussion, the Chair called for a vote which passed unanimously.

**EXECUTIVE SESSION**

The Chair called for a motion to adjourn to Executive Session, made by Vivian Ingersoll and seconded by John Lawson. The session started at 10:35 a.m. Batch 15 was discussed. No action was taken. The session ended at 10:52 a.m.

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

**GENERAL SESSION**

John Lawson made a motion to reconvene to General Session, seconded by Jim Vernor. The motion carried.

Vivian Ingersoll made a motion to defer Batch 15, seconded by John Lawson. The motion carried.

**STAFF REPORTS**

See attached.

**CHIEF APPRAISER'S REPORT**

See attached.

**ADJOURNMENT**

The Chair called for a motion to adjourn, made by John Lawson and seconded by Vivian Ingersoll. The meeting adjourned at 11:24 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: 8-22-19

## **8/8/19 BTA AGENDA UPDATE**

### **BATCHES MAILED 1 – 17**

**Parcels pulled from Batch 12, 06 353 04 016, 15 023 04 031, 18 002 06 048 & 18 276 01 033**

**Parcels pulled from Batch 13; 15 238 03 047 & 15 241 01 048**

**Batch 15 was pulled**

### **(11) ADDITIONAL BATCHES 18 - 28**

**Pulled Parcel 18 045 15 017, Batch 20**