

MINUTES
DEKALB COUNTY BOARD OF ASSESSORS
August 3, 2017

A meeting of the DeKalb County Board of Assessors was held on Thursday, August 3, 2017. Present were the following:

Vivian R. Ingersoll, Chair
James Vernor, PhD, MAI, Vice-Chair
Charlene Fang, Assessor
Robert A. Burroughs, Assessor
John W. Lawson, 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 Vice-Chair called the meeting to order at 9:31 a.m.

APPROVAL OF AGENDA

The Chair called for a motion to approve the updated 8/3/17 Agenda, made by Jim Vernor and seconded by Robert Burroughs. The motion carried unanimously.

APPROVAL OF MINUTES

The Chair called for a motion to approve the 7/25/17 Minutes, made by Jim Vernor and seconded by Robert Burroughs. The motion carried unanimously.

CITIZEN TIME

No citizens requested time to address the Board.

INTRODUCTION OF NEW EMPLOYEE

Calvin Hicks introduced Michelle Deleston to the Board. Michelle is a Tax Appraisal Clerk in the Commercial Division. The Chair welcomed her to the Department.

BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS

The Chair called for a motion to approve batches 1 through 13 of this agenda made by Jim Vernor, seconded by Robert Burroughs. After discussion, the Chair called for a vote which passed unanimously.

The Chair called for a motion to approve batches 14 through 30 of this agenda, made by John Lawson, seconded by Jim Vernor. After discussion, (It should be noted that the 8/3/17 BTA Agenda Update showed parcel 16 094 02 025 being pulled from batches 20 and 22), the Chair called for a vote which passed unanimously.

CHIEF APPRAISERS' REPORT

See attached.

STAFF REPORTS

See attached.

OTHER BUSINESS

Jim Vernor and Robert Burroughs will work on updates to the Policy Manual.

EXECUTIVE SESSION

The Chair called for a motion to adjourn into Executive Session, made by Jim Vernor and seconded by Charlene Fang. The Chair convened into Executive Session at 11:09 a.m. to discuss a personnel matter. No action was taken.

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

GENERAL SESSION

The Chair reconvened to General Session. There was no action taken in Executive Session.

ADJOURNMENT

The Chair called for any further business to come before the Board, hearing none she called for a motion to adjourn made by Robert Burroughs, seconded by Jim Vernor. The meeting was adjourned at 11:50 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:

8-7-17