

**MINUTES  
DEKALB COUNTY BOARD OF ASSESSORS  
August 25, 2022**

**A meeting of the DeKalb County Board of Assessors was held on Thursday, August 25, 2022. Present were the following:**

**Charlene Fang, Chair  
Robert A. Burroughs, J.D., Vice-Chair  
Vivian R. Ingersoll, MA, Assessor  
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  
Geoffrey Johnson – Supervisor - Commercial  
Vance Clements, Supervisor – Business Personal Property  
Gwenneth Willoughby, Tax Appraisal Clerk  
Beverly Williams, Taxpayer Observed**

**Absent: 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 8/25/22 Agenda had been received along with the BOA Agenda Update showing all pulled parcels. She asked if there were any additional corrections or additions. Hearing none, she called for a motion to approve. Robert Burroughs made a motion for the Approval of the Agenda of 8/25/22, seconded by Jim Vernor. The motion carried unanimously.**

**APPROVAL OF MINUTES**

**The Chair called for a motion to approve the Minutes of 8/11/22. Jim Vernor made a motion for Approval of the Minutes of 8/11/22, seconded by Robert Burroughs. The motion carried unanimously.**

**CITIZEN TIME**

**The Chair recognized Ms. Beverly Williams attending the meeting in-person to observe.**

**INTRODUCTION OF NEW EMPLOYEE**

The Chair recognized William C. Hunt and Brentnol Baker introduced him to the Board and Mr. Hunt further introduced himself. He is an appraiser in the Commercial Division. The Board welcomed him.

**BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS**

The Chair called for a discussion of batches 1 through 30 of this Agenda. The attached BOA Agenda Update noted all pulled parcels. Brentnol Baker requested the following parcels be pulled: parcel 18 047 08 011, Item 2, pulled from Batch 20, parcels 18 116 01 005, Item 5 and parcel 18 116 01 011, Item 6 both pulled from Batch 26. After discussion, the Chair called for a motion. Robert Burroughs made a motion for Approval of Staff Recommendations for batches 1 through 30 excluding pulled parcels as noted, seconded by Joe Kusmik. The motion carried unanimously.

**STAFF REPORTS**

See attached.

**SELF-STORAGE SUMMARY**

As requested by Robert Burroughs, Geoffrey Johnson gave an analysis of Self-Storage facilities in DeKalb.

**CHIEF APPRAISER'S REPORT**

See attached.

**OTHER BUSINESS**

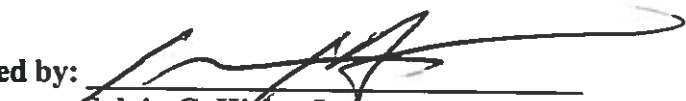
Robert Burroughs requested that the Policy Manual review be moved to the next Agenda. After discussion, Calvin Hicks stated that he will review and provide updates at the next Board meeting.

**ADJOURNMENT**

There being no further business, the Chair called for a motion to adjourn, made by Robert Burroughs, and seconded by Joe Kusmik. The meeting adjourned at 10:52 a.m.

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

Signed by:

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

Date Approved:

9-8-22

## 8/25/22 BOA AGENDA UPDATE

### BATCHES DELIVERED 1 – 30

#### Batch 10 Pulled Parcels

15 148 02 070

18 144 03 097

18 167 07 017

18 185 03 043

#### Batch 26 Pulled Parcels

16 072 01 001

16 072 01 002

18 116 01 005

18 116 01 011

#### Batch 19 Pulled Parcels

18 051 12 011

#### Batch 20 Pulled Parcels

18 047 08 011