

**MINUTES
DEKALB COUNTY BOARD OF ASSESSORS
September 5, 2019**

A meeting of the DeKalb County Board of Assessors was held on Thursday, September 5, 2019. Present were the following:

**Robert A. Burroughs, J.D., Chair
James Vernor, PhD, MAI, Vice-Chair
Charlene Fang, Assessor
John W. Lawson, J.D., LL.M., Assessor
Calvin C. Hicks, Chief Appraiser/BTA Secretary
Donna Rosser, Assistant Chief Appraiser
Jeffrey Cohen, Appraiser Supervisor
Brentnol Baker, Deputy Chief Appraiser – Commercial
Allen Alford, Supervisor – Business Personal Property
Teresa H. Nealey, Recording Secretary**

Absent: **Vivian R. Ingersoll, Assessor
Brian Jennings, Deputy Chief Appraiser – Residential**

CALL TO ORDER

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

APPROVAL OF AGENDA

The Chair called for a motion to approve the 9/5/19 Agenda, made by John Lawson, seconded by Jim Vernor and Charlene Fang. The motion carried unanimously.

APPROVAL OF MINUTES

The Chair called for a motion to approve the 8/22/19 Minutes, made by John Lawson and seconded by Jim Vernor. The motion carried unanimously.

CITIZEN TIME

No citizens requested time to address the Board.

INTRODUCTION OF NEW EMPLOYEE

Stacy Norris introduced herself to the Board. She is an appraiser 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 17 of this agenda, made by Jim Vernor, seconded by John Lawson. The BTA Agenda Update shows three parcels pulled from batch 7; 18 025 03 167, 18 036 09 005 and 18 046 01 120. After discussion, the Chair called for a vote which passed unanimously.

The Chair called for a motion to approve batches 18 through 22 of this agenda made by Jim Vernor, seconded by John Lawson. After discussion, the Chair called for a vote which passed unanimously.

STAFF REPORTS

See attached.

CHIEF APPRAISER'S REPORT

See attached.

EXECUTIVE SESSION

The Chair called for a motion to adjourn to Executive Session, made by John Lawson and seconded by Jim Vernor. The session started at 10:26 a.m. A litigation matter was discussed. No action was taken. The session ended at 10:53 a.m.

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

GENERAL SESSION

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

OTHER BUSINESS

Jim Vernor stated that Donna Rosser and Calvin Hicks made some updates to the Policy Manual and Jim distributed copies of the edited version to all at the table. Donna Rosser went through the Manual and discussed updates that she made. The Chair thanked her for the great job she had done and he thanked Jim Vernor also. Staff and Board members will review and add more additions or corrections to the manual for the next meeting.

The Board discussed The Annual Short Course in Assessment Administration in Athens November 18 – 22, 2019.

ADJOURNMENT

The Chair called for a motion to adjourn, made by Jim Vernor and seconded by Charlene Fang and John Lawson. The meeting adjourned at 11:10 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: 9-19-19