

**MINUTES
DEKALB COUNTY BOARD OF ASSESSORS
February 4, 2016**

A meeting of the DeKalb County Board of Assessors was held on Thursday, February 4, 2016. Present were the following:

**Robert A. Burroughs, Chair
James Vernor, PhD, MAI, Assessor
John W. Lawson, Assessor
Calvin C. Hicks, Chief Appraiser/BTA Secretary
Alberta Lumpkin, Appraiser Supervisor - Residential
Geoffrey Johnson, Appraiser Supervisor - Commercial
Allen Alford, Supervisor – Business Personal Property
Teresa H. Nealey, Recording Secretary**

**Absent: Vivian R. Ingersoll, Assessor
Charlene Fang, Vice-Chair
Donna Rosser, Assistant Chief Appraiser
Brentnol Baker, Deputy Chief Appraiser - Commercial**

The Chair called the meeting to order at 9:34 a.m.

APPROVAL OF AGENDA

John Lawson made a motion to approve the 2/4/16 Agenda, seconded by Jim Vernor, motion carried.

APPROVAL OF MINUTES

Jim Vernor made a motion to approve the Minutes for 1/21/2016, seconded by John Lawson, motion carried.

CITIZEN TIME

No citizens appeared.

BOARD DISCUSSION AND ACTION ON BATCHES

John Lawson made a motion to approve batches 1 through 26 of this agenda, seconded by Jim Vernor. After discussion, the motion carried unanimously.

Jim Vernor made a motion to approve batches 27 through 33 of this agenda, seconded by John Lawson. After discussion, "rebuilt title" was struck through on batch 2 and parcel 12 229 03 026 was pulled from batch 30, the motion carried unanimously.

STAFF REPORTS

See attached.

CHIEF APPRAISERS' REPORT

See attached.

Because of the scheduled Department of Revenue and GAAO conferences Calvin Hicks and the Board will be attending, Mr. Hicks recommended that the May 19th Board meeting be moved to May 26th and the July 21st Board meeting be moved to July 28th. John Lawson made a motion to reschedule these two meetings as recommended for the reason stated, seconded by Jim Vernor, motion carried.

OTHER BUSINESS

John Lawson distributed his addition to the Policy Manual regarding HB 202. Board members will review and discuss when the full board is present.

Calvin Hicks explained the addition to the Business Personal Property Document. After discussion, Jim Vernor moved that we make this addition to the Board policy manual and also on our website, seconded by John Lawson, motion carried. Note: This addition was drafted by Allen Alford.

EXECUTIVE SESSION

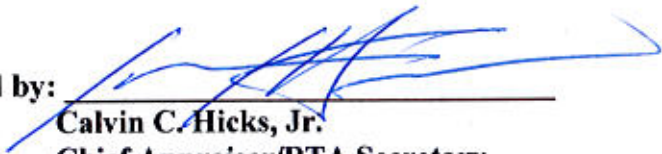
John Lawson moved to adjourn into Executive Session, seconded by Jim Vernor, the motion carried. This session started at 11:03 a.m. for a discussion on legal documents and ended at 11:42 a.m. No action was taken.

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

ADJOURNMENT

The Chair declared the meeting adjourned at 11:45 a.m.

This entire 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: 3-3-16