

**MINUTES  
DEKALB COUNTY BOARD OF ASSESSORS  
August 18, 2016**

A meeting of the DeKalb County Board of Assessors was held on Thursday, August 18, 2016. Present were the following:

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

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

**APPROVAL OF AGENDA**

John Lawson made a motion to approve the 8/18/16 Agenda, seconded by Jim Vernor, motion carried.

**APPROVAL OF MINUTES**

Jim Vernor made a motion to approve the Minutes for 8/4/16, seconded by Vivian Ingersoll, motion carried.

**CITIZEN TIME**

No citizens appeared.

**PRESENTATION TO THE BOARD**

The Chair welcomed Commissioner Nancy Jester and thanked her for coming to the meeting. Commissioner Jester addressed the Board regarding emails she and Calvin Hicks exchanged regarding an inquiry related to a property owner and issues as to whether property improvements in DeKalb County have not been added to our database.

Commissioner Jester stated that she spoke with IT Director John Matelski regarding this problem and he is willing to assist. She indicated that John will be contacting Calvin with some cost effective ways to report this information to us. She asked John to develop some robust tools to help for employees to use. She looks forward to helping our department and avoiding these types of situations. The Chair stated that we have taken steps to correct this issue. Commissioner Jester further stated that John Matelski will assist on an on-going basis and she is looking forward to a follow-up. Vivian Ingersoll and John Lawson both expressed their appreciation for her help. Commissioner Jester stated that anything her office can do to help she's willing to do it. The Chair thanked Commissioner Jester for coming. Her assistant, Jeff Breedlove accompanied her.

### **BOARD DISCUSSION AND ACTION ON BATCHES**

Vivian Ingersoll made a motion to approve batches 1 through 29 of this agenda with the exceptions noted on the BTA Agenda Update, seconded by John Lawson. After discussion, all voted "aye" including the Chair, the motion carried.

Jim Vernor made a motion to approve batches 30 through 38 of this agenda, seconded by Vivian Ingersoll. After discussion, Vivian Ingersoll made a motion to amend the prior motion by approving batches 30, 32 through 38 of this agenda, exempting batch 31, seconded by John Lawson, all voted "aye" including the Chair, the motion carried.

Regarding batch 31, for the record John Lawson stated that "the Tax Commissioner's office has denied the homestead. We have nothing to act on. There was no application for homestead exemption; no documentation submitted of any kind." After much discussion, Vivian Ingersoll moved to deny the request of homestead exemption filed by the taxpayer, seconded by John Lawson, all voted "aye" including the Chair, the motion carried.

### **STAFF REPORTS**

See attached.

### **CHIEF APPRAISERS' REPORT**

The Chair thanked Calvin Hicks for hosting the Tax Digest Luncheon Friday, August 12, 2016 and he stated that it was well received.

Calvin Hicks updated the Board on the series of appeals filed on parcels owned by Salem Baptist Church. They filed for exempt status for all of their parcels. They appealed to the Board of Assessors, the Board of Equalization and Superior Court. The court denied all parcels exempt status except for one parcel. The judge stated that this parcel has a private road going through it and therefore, should be exempt. Mr. Hicks wants the court to reconsider this parcel and stated that a motion or brief will be filed on this parcel. John Lawson interjected that a "Motion for Reconsideration" will be filed on that one parcel.

To be clear, Calvin Hicks asked the Board their views on whether or not to bring certain issues or consent orders before them for Board approval where staff is acting on their behalf. At present, Calvin Hicks reviews these issues and makes the decision. John Lawson chimed in and stated that he is confident with Calvin Hicks making the decisions on what to bring before the Board for approval. He further added that as long as Calvin Hicks is the Chief Appraiser, those issues do not have to come before the Board for approval unless Calvin Hicks deem them necessary.

See attached.

**OTHER BUSINESS**

The Board decided to cancel the September 1, 2016 Board meeting due to some staff and board members will be attending the IAAO Conference in Tampa, Florida. This meeting was moved to September 8, 2016.

**EXECUTIVE SESSION**

There was no session today.

**ADJOURNMENT**

Jim Vernor made a motion to adjourn, seconded by Charlene Fang. The motion carried and the meeting adjourned at 11:30 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:

9-8-16