

**MINUTES**  
**DEKALB COUNTY BOARD OF ASSESSORS**  
**September 15, 2016**

**A meeting of the DeKalb County Board of Assessors was held on Thursday, September 15, 2016. Present were the following:**

**Robert A. Burroughs, Chair**  
**Charlene Fang, Vice-Chair**  
**Vivian R. Ingersoll, 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**

**Absent:** James Vernor, PhD, MAI, Assessor

**The Chair called the meeting to order at 9:37 a.m.**

**APPROVAL OF AGENDA**

**Vivian Ingersoll made a motion to approve the 9/15/16 Agenda, seconded by John Lawson, motion carried.**

**APPROVAL OF MINUTES**

**John Lawson made a motion to approve the Minutes for 9/8/16, seconded by Vivian Ingersoll, motion carried.**

**CITIZEN TIME**

**No citizens appeared.**

**BOARD DISCUSSION AND ACTION ON BATCHES**

**John Lawson made a motion to approve batches 1 through 17 of this agenda, seconded by Vivian Ingersoll. After discussion, all voted “aye” including the Chair, the motion carried.**

John Lawson made a motion to approve batches 18 through 27 of this agenda, seconded by Vivian Ingersoll. After discussion, all voted "aye" including the Chair, the motion carried.

**STAFF REPORTS**

See attached.

**CHIEF APPRAISERS' REPORT**

See attached.

Included in Calvin Hicks' attachments was a document from the Department of Revenue giving notice proposing to introduce Rules that would site the Board of Assessors. The rules proposed are under the authority of O.C.G.A. 48-5-342, which a copy of this Code was also provided for the Board to review. After discussion, Vivian Ingersoll made a motion that the Board look at the details of the Rules and wait to comment along with Calvin Hicks to decide the appropriate response, seconded by John Lawson. All voted "aye" including the Chair, the motion carried. There is a deadline of October 10, 2016 if the Board wanted to offer any comments on the Rules.

**OTHER BUSINESS**

The Chair noted that John Lawson is due for reappointment to the Board and he has an interview with the COPS committee of the Board of Commissioners on September 27, 2016. For support, the Board will attend this meeting along with John Lawson.

**EXECUTIVE SESSION**

There was no session today.

**ADJOURNMENT**

Vivian Ingersoll made a motion to adjourn, seconded by John Lawson. The motion carried and the meeting adjourned at 10:54 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:

10-6-16