

**MINUTES
DEKALB COUNTY BOARD OF ASSESSORS
November 5, 2015**

A meeting of the DeKalb County Board of Assessors was held on Thursday, November 5, 2015. Present were the following:

**Vivian R. Ingersoll, Chair
James Vernor, PhD MAI, Vice-Chair
Robert Burroughs, Assessor
Charlene Fang, Assessor
John Lawson, Assessor
Calvin C. Hicks, Chief Appraiser/BTA Secretary
Teresa Nealey, Recording Secretary
Donna Rosser, Deputy Chief Appraiser - Residential
Geoffrey Johnson, Appraiser Supervisor - Commercial
Allen Alford, Supervisor Business Personal Property**

The Chair called the meeting to order at 9:35 a.m.

Robert Burroughs made a motion to approve the 11/5/15 Agenda, seconded by Jim Vernor, motion carried unanimously.

Robert Burroughs made a motion to approve the Minutes for October 15, 2015, seconded by Jim Vernor, motion carried.

CITIZEN TIME

No citizens appeared.

BOARD DISCUSSION AND ACTION ON BATCHES

Jim Vernor made a motion to approve batches 1 through 33 of this agenda, seconded by Robert Burroughs. After discussion, parcel 15 169 02 081 was pulled from batch 13, parcel 16 180 01 001 was pulled from batch 14 and a corrected value was noted on parcel 18 052 09 004 batch 24. The motion carried unanimously.

Jim Vernor made a motion to approve batches 34 through 46 of this agenda, seconded by Charlene Fang. After discussion, the motion carried unanimously.

APPROVAL OF 2015 PUBLIC UTILITY VALUES

Calvin Hicks along with Allen Alford presented the 2015 Public Utility Reports to the Board. After discussion, Jim Vernor moved to approve the 2015 Public Utilities Digest as presented in this document, seconded by Robert Burroughs. The motion carried unanimously.

STAFF REPORTS

See attached.

CHIEF APPRAISERS' REPORT

See attached.

Calvin Hicks distributed and discussed a proposed training agreement policy for staff. After discussion, Jim Vernor moved that the Board approve a policy requiring employees who receive certain kinds of training be required to reimburse the department if they left within a certain time period and that the policy manual be updated to include this policy, seconded by John Lawson. The motion carried unanimously.

John Lawson amended the original motion to exclude local government training, seconded by Robert Burroughs, motion carried unanimously.

After discussion on a memo from Calvin Hicks to the Board of Assessors regarding Sanford Realty Company, Inc. Parcel 15 126 02 011; John Lawson made a motion that the Chief Appraiser craft a response to the ICEO, seconded by Robert Burroughs, motion carried unanimously.

After discussion on a memorandum from County Attorney O.V. Brantley regarding HB202, the Chair asked that Robert Burroughs and John Lawson review this document and that it be placed on the next agenda.

OTHER BUSINESS

Calvin Hicks along with Jim Vernor gave highlights on the GAAO One-Day Seminar that they along with other staff members attended on Monday, October 19, 2015 in Helen, Georgia.

The Board decided to cancel the meeting on December 3, 2015 because of required training and work obligations that would prevent us from having a quorum.

EXECUTIVE SESSION

There was no session today.

ADJOURNMENT

The Chair declared the meeting adjourned at 11:30 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:

11-19-15