

**MINUTES
DEKALB COUNTY BOARD OF ASSESSORS
January 4, 2018**

A meeting of the DeKalb County Board of Assessors was held on Thursday, January 4, 2018. Present were the following:

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

CALL TO ORDER

The Chair called the meeting to order at 9:32 a.m.

APPROVAL OF AGENDA

The Chair asked for any changes to the 1/4/18 Agenda, hearing none, Jim Vernor made a motion to approve seconded by John Lawson. The motion carried unanimously.

APPROVAL OF MINUTES

The Chair called for a motion to approve the 12/21/17 Minutes, made by Jim Vernor and seconded by John Lawson. The motion carried unanimously.

ELECTION OF OFFICERS

A proposed slate of candidates was passed out to each Board member. The Chair read the slate and asked if there were any further nominations from the floor. Hearing none, Jim Vernor moved that the nominations be closed on those nominations, seconded by Robert Burroughs and Charlene Fang. The vote following authorized the election as proposed.

Board of Assessors Officers for 2018

**Chair – John W. Lawson
Vice-Chair – James D. Vernor
Board Secretary – Calvin C. Hicks, Jr.
Recording Secretary – Teresa H. Nealey**

Pursuant to O.C.G.A. 48-5-298 the members of the Board are required to elect the board officers for the year.

At this point of the meeting, the gavel passed from Chair Ingersoll to Chair Lawson.

CITIZEN TIME

No citizens requested time to address the Board.

BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS

The Chair called for a motion to approve batches 1 through 6 of this agenda made by Jim Vernor (It should be noted that the 1/4/18 BTA Update showed parcel 15 096 02 144 and 15 212 04 212 being pulled from batch 1), seconded by Vivian Ingersoll and Charlene Fang. After discussion, the Chair called for a vote which passed unanimously.

The Chair called for a motion to approve batches 7 through 16 of this agenda made by Jim Vernor, seconded by Robert Burroughs. After discussion, the motion carried unanimously.

STAFF REPORTS

See attached.

CHIEF APPRAISER'S REPORT

Calvin Hicks gave each Board member a detailed sheet and flash drive that contains the data that has been entered for the IAAO Certificate of Excellence submission.

See attached.

OTHER BUSINESS

There will be an Executive Session at the next Board meeting.

ADJOURNMENT

The Chair called for a motion to adjourn, made by Jim Vernor and seconded by Robert Burroughs. The meeting adjourned at 10:31a.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: 1-23-18