

**MINUTES
DEKALB COUNTY BOARD OF ASSESSORS
March 8, 2018**

A meeting of the DeKalb County Board of Assessors was held on Thursday, March 8, 2018. Present were the following:

**John W. Lawson, J.D., LL.M., Chair
James Vernor, PhD, MAI, Vice-Chair
Robert A. Burroughs, J.D., Assessor
Vivian R. Ingersoll, Assessor (Via Conference Call)
Charlene Fang, Assessor
Calvin C. Hicks, Chief Appraiser/BTA Secretary
Donna Rosser, Assistant Chief Appraiser
Brian Jennings, Deputy Chief Appraiser – Residential
Geoffrey Johnson, Supervisor - Commercial
Allen Alford, Supervisor – Business Personal Property
Teresa H. Nealey, Recording Secretary**

Absent: Brentnol Baker, Deputy Chief Appraiser – Commercial

CALL TO ORDER

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

APPROVAL OF AGENDA

The Chair called for a motion to approve the 3/8/18 Agenda, made by Vivian Ingersoll, seconded by Robert Burroughs. The motion carried unanimously.

APPROVAL OF MINUTES

The Chair called for a motion to approve the 2/15/18 Minutes, made by Jim Vernor and seconded by Charlene Fang. The motion carried unanimously.

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 23 of this agenda made by Jim Vernor, seconded by Vivian Ingersoll. After discussion, the summary page for batch 1 will be revised and batch 10 was pulled from the agenda. The Chair called for a vote which passed unanimously.

STAFF REPORTS

See attached.

CHIEF APPRAISER'S REPORT

Calvin Hicks discussed a letter he received from Invest Atlanta regarding the Atlanta Development Authority Lease Purchase Bond Program requesting his assistance in approving "Exhibit G" the Memorandum of Agreement. Mr. Hicks shared this information for the Board to review. After discussion, the Chair called for a motion to authorize the Chief Appraiser to prepare a response letter with Exhibit G making all revisions as he feels necessary and appropriate and have Board member Robert Burroughs to review it, made by Robert Burroughs and seconded by Jim Vernor. The vote passed unanimously.

See attached.

EXECUTIVE SESSION

The Chair called for a motion to adjourn to Executive Session, made by Jim Vernor and seconded by Vivian Ingersoll. The session started at 11:04 a.m. A personnel matter was discussed. No action was taken. Jim Vernor made a motion to adjourn to General Session, seconded by Robert Burroughs. The session ended at 11:47 a.m.

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

GENERAL SESSION

The Chair reconvened to General Session. There was no action taken in Executive Session.

ADJOURNMENT

The Chair called for a motion to adjourn, made by Jim Vernor and seconded by Robert Burroughs. The meeting adjourned at 11:47 a.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:

3-22-18