

**MINUTES  
DEKALB COUNTY BOARD OF ASSESSORS  
June 15, 2017**

A meeting of the DeKalb County Board of Assessors was held on Thursday, June 15, 2017. Present were the following:

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

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

The Chair asked for any corrections or additions to the 6/15/17 Agenda, hearing none she declared the Agenda approved.

**APPROVAL OF MINUTES**

The Chair asked for any corrections or additions to the 5/26/17 Minutes, hearing none she declared the Minutes approved.

**CITIZEN TIME**

No citizens requested time to address the Board.

**APPROVAL OF 2017 BUSINESS PERSONAL PROPERTY VALUES**

The Chair stated that the Board members received the 2017 Personal Property values electronically prior to this meeting. She asked if there were any concerns or questions and also asked the Chief Appraiser to highlight this report for the Board. Mr. Hicks reviewed the report and stated that he was pleased with the values. Allen Alford gave a detailed summary on the report. A hardcopy of this report was provided on the table for the Board to review. The Chair asked for a motion to approve, made by Jim Vernor and seconded by Robert Burroughs. The motion carried unanimously.

**BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS**

The Chair called for a motion to approve batches 1 through 19 of this agenda (It should be noted that the 6/15/17 BTA Agenda Update showed 4 parcels that were pulled from batch 6), made by Jim Vernor, seconded by Robert Burroughs. After discussion, the Chair called for a vote which passed unanimously.

The Chair called for a motion to approve batches 20 through 31 of this agenda (It should be noted that the 6/15/17 BTA Agenda Update showed 2 parcels that were pulled from batch 25), made by Jim Vernor, seconded by Robert Burroughs. After discussion, the Chair called for a vote which passed unanimously.

**STAFF REPORTS**

See attached.

**CHIEF APPRAISERS' REPORT**

See attached.

**OTHER BUSINESS**

The Chair mentioned that a copy of the 11<sup>th</sup> edition of the BTA Policy Manual was at each member's place. She asked everyone to review for discussion at a workshop session to be scheduled possibly in August.

**EXECUTIVE SESSION**

No session today.

**ADJOURNMENT**

The Chair called for any further business to come before the Board, hearing none she called for a motion to adjourn made by Jim Vernor, seconded by Charlene Fang. The meeting was adjourned at 10:39 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:

