

**MINUTES  
DEKALB COUNTY BOARD OF ASSESSORS  
September 7, 2017**

**A meeting of the DeKalb County Board of Assessors was held on Thursday, September 7, 2017. Present were the following:**

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

**CALL TO ORDER**

**The Chair called the meeting to order at 9:31 a.m.**

**APPROVAL OF AGENDA**

**The Chair called for a motion to approve the 9/7/17 Agenda, made by Robert Burroughs and seconded by John Lawson. The motion carried unanimously.**

**APPROVAL OF MINUTES**

**The Chair called for a motion to approve the 8/17/17 Minutes, made by John Lawson and seconded by Robert Burroughs. 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 56 of this agenda made by John Lawson (It should be noted that the 9/7/17 BTA Agenda Update showed parcels 15 188 02 049 and 18 151 02 086 being pulled from batch 10), seconded by Robert Burroughs. After discussion, account 3814509 was pulled from batch 29, the Chair called for a vote which passed unanimously.**

The Chair called for a motion to approve batches 57 through 61 of this agenda, made by Robert Burroughs, seconded by John Lawson. After discussion, the Chair called for a vote which passed unanimously.

### **CHIEF APPRAISERS' REPORT**

See attached.

### **STAFF REPORTS**

See attached.

### **DISCUSSION OF RETENTION SCHEDULES**

The Chair called for the Chief Appraiser to discuss retention schedules. Calvin Hicks shared with the Board emails from Paul Murphy, Records Manager for the County, Doug Rollo, Georgia Deputy Director of Records Management and a recommendation from the law department. The issue arose regarding available storage space in the records retention area.

Mr. Rollo stated that under the current retention schedule Item 517(Board of Equalization Appeals Retention: Permanent) was superseded by Item 178(Assessment Appeals Case Files, Closed, Retention: 3 years). However, due to an administrative error, Item 517 was not removed from the current retention schedule that is posted on the website.

Calvin Hicks recommended that we retain these records in a permanent status until such time as the website is updated with Item 517 removed.

After discussion, the Chair called for a motion. John Lawson made a motion that the Board of Assessors will continue to honor the records retention schedule as stipulated in Item 517 until such time as this is updated we will continue to abide by this ruling to continue the permanent status of these records, seconded by Robert Burroughs. The motion carried unanimously.

### **OTHER BUSINESS**

The Chair reminded all Board members to be prepared to stay for a policy manual workshop that Jim Vernor will be conducting after the next meeting on September 21, 2017.

### **EXECUTIVE SESSION**

The Chair called for an Executive Session, made by John Lawson and seconded by Robert Burroughs. The session started at 11:25 a.m. A personnel matter was discussed. No action was taken. John Lawson made a motion to adjourn to General Session, seconded by Robert Burroughs. The session ended at 11:31 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 any further business to come before the Board, hearing none she called for a motion to adjourn made by John Lawson, seconded by Charlene Fang. The meeting was adjourned at 11:31 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, Sr.  
Chief Appraiser/BTA Secretary

Date Approved: 9-21-17