

**MINUTES  
DEKALB COUNTY BOARD OF ASSESSORS  
October 19, 2017**

A meeting of the DeKalb County Board of Assessors was held on Thursday, October 19, 2017. Present were the following:

**James Vernor, PhD, MAI, Vice-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: Vivian R. Ingersoll, Chair**

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

The Vice-Chair called for a motion to approve the 10/19/17 Agenda, made by John Lawson and seconded by Charlene Fang. The motion carried unanimously.

**APPROVAL OF MINUTES**

The Vice-Chair called for a motion to approve the 10/5/17 Minutes, made by John Lawson 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 Vice-Chair called for a motion to approve batches 1 through 23 of this agenda made by John Lawson, seconded by Charlene Fang. Please note on the BTA Agenda Update parcel 16 071 11 237 was pulled from Batch 1, parcel 18 023 03 002 was pulled from Batch 3 and a corrected property review form for parcel 11 232 01 057 was submitted for batch 3.

After discussion, parcel 15 115 01 005 was pulled from batch 17 for further research. The Vice-Chair called for a vote which passed unanimously.

The Vice-Chair called for a motion to approve batches 24 through 30 of this agenda made by Robert Burroughs and seconded by John Lawson. There was no discussion. The Vice-Chair called for a vote which passed unanimously.

**STAFF REPORTS**

See attached.

**CHIEF APPRAISERS' REPORT**

See attached.

**OTHER BUSINESS**

Jim Vernor discussed policy manual updates with the Board. Board members received a hardcopy of the manual showing some updates in red line and strike out for their review.

**ADJOURNMENT**

The Vice-Chair called for any further business to come before the Board, hearing none he called for a motion to adjourn made by John Lawson, seconded by Robert Burroughs. The meeting was adjourned at 10:30 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: 11-2-17