

**MINUTES
DEKALB COUNTY BOARD OF ASSESSORS
October 9, 2025**

A meeting of the DeKalb County Board of Assessors was held on Thursday, October 9, 2025. Present were the following:

**Joseph Kusmik, MA, Chair
Robert A. Burroughs, J.D., Assessor
Genet Hopewell, J.D., Assessor
Calvin C. Hicks, Chief Appraiser/BTA Secretary
Donna Rosser, Assistant Chief Appraiser
Vance Clements, Supervisor – Business Personal Property
Brian Jennings, Deputy Chief Appraiser – Residential
Brentnol Baker, Deputy Chief Appraiser – Commercial
Teresa Nealey, Recording Secretary**

ABSENT

Charlene Fang, Vice-Chair

CALL TO ORDER

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

APPROVAL OF AGENDA

The Chair stated that the Agenda for 10/9/25 had been received. The Chair called for a motion to approve, made by Genet Hopewell and seconded by Robert Burroughs. The motion carried unanimously.

APPROVAL OF MINUTES

The Chair called for a motion to approve the Minutes of 9/11/25. Genet Hopewell made a motion for Approval, 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 Staff Recommendations for batches 1 through 36. The BOA Agenda Update showed account #5404391 pulled from batch 6 and parcel 18 142 01 104 pulled from batch 34. Brian Jennings made corrections to parcels 16 102 03 009 and 18 155 08 027 on batch 21. After discussion, Genet Hopewell made the motion, which Robert Burroughs seconded. The motion carried unanimously.

STAFF REPORTS

See attached.

CHIEF APPRAISER'S REPORT

Calvin Hicks made comments regarding the appeals process and BOE hearings.

See attached.

OTHER BUSINESS

Calvin Hicks discussed the transfer on death deeds request with the board. After discussion, the Board then requested that it be put on the next meeting Agenda so they can have more time to review it.

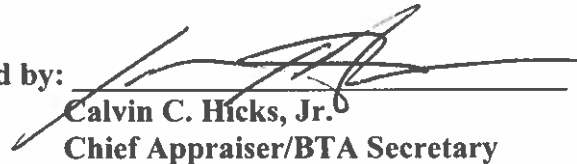
Donna Rosser discussed the Policy Manual with the Board and one more change was added. Ms. Rosser will make the change and the Board decided to adopt the manual. Robert Burroughs made a motion to adopt the policy manual with the change, seconded by Genet Hopewell. The motion carried.

ADJOURNMENT

There being no further business, the Chair declared the meeting adjourned at 10:34 am.

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: 10-23-25