

**MINUTES
DEKALB COUNTY BOARD OF ASSESSORS
October 3, 2019**

A meeting of the DeKalb County Board of Assessors was held on Thursday, October 3, 2019. Present were the following:

**Robert A. Burroughs, J.D., Chair
James Vernor, PhD, MAI, Vice-Chair
Charlene Fang, Assessor
Vivian R. Ingersoll, Assessor
John W. Lawson, J.D., LL.M., 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
Viviane Ernstes, County Attorney
Matthew Welch, Deputy County Attorney**

CALL TO ORDER

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

APPROVAL OF AGENDA

The Chair called for a motion to approve the 10/3/19 Agenda, made by Jim Vernor, seconded by John Lawson. The motion carried unanimously.

APPROVAL OF MINUTES

The Chair called for a motion to approve the 9/19/19 Minutes, made by John Lawson and seconded by Jim Vernor. The motion carried unanimously.

CITIZEN TIME

No citizens requested time to address the Board.

INTRODUCTION OF NEW EMPLOYEE

Ihwa Wen introduced himself to the Board. He is an appraiser in the Commercial Division. The Chair welcomed him to the department.

COUNTY ATTORNEY MEET AND GREET

The chair welcomed Viviane Ernstes and Matthew Welch to the meeting and he turned the meeting over to them. They introduced themselves to the Board, they spoke on their office and their dedication to the service of this office. The Board thanked them.

EXECUTIVE SESSION

The Chair called for a motion to adjourn to Executive Session, made by John Lawson and seconded by Vivian Ingersoll and Jim Vernor. The session started at 9:43 a.m. A litigation matter was discussed. No action was taken. The session ended at 10:29 a.m.

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

GENERAL SESSION

John Lawson made a motion to reconvene to General Session, seconded by Jim Vernor. The motion carried.

On the advice of counsel the Chair called for a motion to add an item to the Agenda, rescission of a previous action, made by John Lawson, seconded by Jim Vernor. The Chair called for a vote which passed four to one. Vivian Ingersoll opposed.

Calvin Hicks gave the parcel ID of 16 073 01 009 reflects ownership as Hillandale Oncology Facility Partners, LLC. John Lawson made a motion to rescind the action taken at a previous Board meeting date on the August 22, 2019 Agenda, seconded by Jim Vernor. The Chair called for a vote which passed four to one. Vivian Ingersoll opposed.

On the advice of counsel the Chair called for a motion to allow the recommended settlement of this matter to proceed. The settlement negotiated on July 18, 2019; made by John Lawson, seconded by Jim Vernor. After discussion, the Chair called for a vote which passed four to one. Vivian Ingersoll opposed.

Vivian Ernstes stated that she appreciated the time and attention from the Board. She and Matthew Welch were excused from the meeting.

BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS

The Chair called for a motion to approve batches 1 through 20 of this agenda, made by Jim Vernor, seconded by John Lawson. After discussion, the Chair called for a vote which passed unanimously.

The Chair called for a motion to approve batches 21 through 30 of this agenda made by Jim Vernor, seconded by John Lawson. After discussion, the Chair called for a vote which passed unanimously.

STAFF REPORTS

See attached.

CHIEF APPRAISER'S REPORT

See attached.

OTHER BUSINESS

Jim Vernor distributed the recent draft of the policy manual to the Board and Board members discussed recent updates that were made to it. After the discussion ended, Vivian Ingersoll thanked Jim Vernor, Donna Rosser and Teresa Nealey for the work they did on the manual. Jim Vernor made a motion to approve the draft of the 13th edition of the Board of Assessors Policy Manual, seconded by John Lawson. The motion carried unanimously.

ADJOURNMENT

The Chair called for a motion to adjourn, made by John Lawson and seconded by Vivian Ingersoll. The meeting adjourned at 11:43 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: 10-17-19