

**MINUTES  
DEKALB COUNTY BOARD OF ASSESSORS  
December 6, 2018**

**A meeting of the DeKalb County Board of Assessors was held on Thursday, December 6, 2018. Present were the following:**

**John W. Lawson, J.D., LL.M., Chair  
James Vernor, PhD, MAI, Vice-Chair  
Robert A. Burroughs, J.D., Assessor  
Vivian R. Ingersoll, 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**

**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 12/06/18 Agenda as amended, made by Vivian Ingersoll and seconded by Robert Burroughs. The motion carried unanimously.**

**APPROVAL OF MINUTES**

**The Chair called for a motion to approve the 11/15/18 Minutes, made by Jim Vernor, seconded by Vivian Ingersoll and 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 20 of this agenda as amended made by Jim Vernor, seconded by Robert Burroughs. (It should be noted that the attached 12/6/18 BTA Agenda Update showed several pulled parcels). After discussion, the motion carried unanimously.**

The Chair called for a motion to approve batches 21 through 24 of this agenda made by Vivian Ingersoll, seconded by Jim Vernor. After discussion, the motion carried unanimously.

**STAFF REPORTS**

See attached.

**CHIEF APPRAISER'S REPORT**

See attached.

**OTHER BUSINESS**

The Board discussed letterhead samples as presented. They requested more samples be produced for review at the next meeting.

**EXECUTIVE SESSION**

There was no session today.

**ADJOURNMENT**

The Chair entertained a motion to adjourn, made by Jim Vernor, seconded by Vivian Ingersoll. The meeting adjourned at 11:05 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:

12-19-18

**12/6/18 BTA AGENDA UPDATE**

**BATCHES MAILED 1 – 20**

**PULLED PARCEL 18 271 12 049 FROM BATCH 5**

**PULLED PARCELS 15 236 02 056, 16 181 01 009, 16 199 02 037 & 18 175 03 003  
FROM BATCH 13**

**BATCH 16 UPDATED**

**CORRECTED PARCEL 18 196 03 009 ON BATCH 20**

**(4) ADDITIONAL BATCHES 21 - 24**