

**MINUTES  
DEKALB COUNTY BOARD OF ASSESSORS  
December 21, 2017**

**A meeting of the DeKalb County Board of Assessors was held on Thursday, December 21, 2017. Present were the following:**

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

**CALL TO ORDER**

**The Chair called the meeting to order at 9:38 a.m. She stated that on behalf of the Board, she wanted to thank the entire management team for their leadership this year! She stated that we had a good year and all had done a spectacular job and was led by a spectacular Chief! The members of the Board echoed her sentiments. Calvin Hicks stated that this was a team effort. He thanked everyone and commended staff for their dedication.**

**APPROVAL OF AGENDA**

**The Chair asked for any changes or corrections to the 12/21/17 Agenda, hearing none, Jim Vernor made a motion to approve seconded by John Lawson. The motion carried unanimously.**

**APPROVAL OF MINUTES**

**The Chair called for a motion to approve the 12/7/17 Minutes, made by Jim Vernor and seconded by John Lawson. The motion carried unanimously.**

**CITIZEN TIME**

**No citizens requested time to address the Board.**

**INTRODUCTION OF NEW EMPLOYEE**

Calvin Hicks introduced Patrice Long to the Board. She is an Appraiser in the Personal Property Division. The Board welcomed her.

**BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS**

The Chair called for a motion to approve batches 1 through 34 of this agenda made by Jim Vernor (It should be noted that the 12/21/17 BTA Update showed parcel 15 218 13 064 being pulled from batch 25 and parcel 15 049 02 004 being pulled from batch 26 and moved to batch 27), seconded by John Lawson. After discussion, the Chair called for a vote which passed unanimously.

The Chair called for a motion to approve batches 35 through 38 of this agenda made by Jim Vernor (It should be noted that the 12/21/17 BTA Update showed parcel 18 285 14 082 being pulled from batch 35), seconded by John Lawson. After discussion, the motion carried unanimously.

**STAFF REPORTS**

See attached.

**CHIEF APPRAISER'S REPORT**

See attached.

**OTHER BUSINESS**

Jim Vernor spoke with the Board about a Department of Revenue Short Course on Intangible Assets and he spoke on the Kiplinger online article showing the brand new income tax law that was signed recently.

Calvin Hicks thanked Jim Vernor for his contribution to the Christmas Luncheon today.

**ADJOURNMENT**

The Chair called for any further business to come before the Board, hearing none she wished everyone a wonderful holiday and good luck in the New Year! She declared the meeting adjourned at 10:59 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:

1-4-18