

**MINUTES
DEKALB COUNTY BOARD OF ASSESSORS
May 18, 2023**

A meeting of the DeKalb County Board of Assessors was held on Thursday, May 18, 2023. Participating were the following:

**Robert A. Burroughs, J.D., Chair
James Vernor, Ph.D., MAI, Vice-Chair
Vivian R. Ingersoll, MA, Assessor
Charlene Fang, Assessor
Joseph Kusmik, MA, 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 H. Nealey, Recording Secretary
Geoffrey Johnson, Supervisor - Commercial**

CALL TO ORDER

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

APPROVAL OF AGENDA

The Chair stated that the 5/18/23 Agenda had been received and he called for a motion for Approval of the 5/18/23 Agenda, made by Jim Vernor, and seconded by Joe Kusmik. The motion carried unanimously.

APPROVAL OF MINUTES

The Chair asked if there were any additions or corrections to the Minutes of our last meeting, and after hearing none, he called for a motion to approve the Minutes of 5/4/23. Jim Vernor made a motion to Approve the Minutes of 5/4/23, seconded by Joe Kusmik. The motion carried unanimously.

CITIZEN TIME

No citizens requested time to address the Board.

INTRODUCTION OF NEW EMPLOYEE

The Chair recognized Robert Jones and Brian Jennings introduced him to the Board. Mr. Jones further introduced himself to the Board. He is an Appraiser in the Residential Division. The Board welcomed him and thanked him for coming.

BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS

The Chair called for a discussion of Staff Recommendations in batches 1 through 21; including duplicate account #5523799 on batch 2 and pulled account #8008364 on batch 4. After discussion, the Chair called for a motion to approve Staff Recommendations, made by Jim Vernor, and seconded by Joe Kusmik. The motion carried unanimously.

STAFF REPORTS

See attached.

Donna Rosser and Brentnol Baker thanked Geoffrey Johnson for his hard work on the Commercial Model Values.

CHIEF APPRAISER'S REPORT

See attached.

APPROVAL OF 2023 REAL ESTATE VALUES, RESIDENTIAL H6, AND COMMERCIAL 299c REPORTS AND THE DEKALB/FULTON COUNTY RESOLUTION

Board members received all of the above reports electronically prior to this meeting.

The following is a list of the reports that were included on the flash drive that was delivered to the Board:

2020 TO 2023 DIGEST COMPARISON
2023 BROWNFIELD SPECIAL ASSESSMENT
2023 CHANGE OF ASSESSMENT
2023 CITY OF ATLANTA FINAL SALES RATIO
2023 CITY OF ATLANTA SALES RATIO – FULTON
2023 COMMERCIAL BEGINNING SALES RATIO
2023 COMMERCIAL ENDING SALES RATIO 5-15-23
2023 CUVA AGENDA
2023 FULTON-DEKALB CITY OF ATLANTA RESOLUTION
2023 HISTORIC REHAB AGENDA
2023 RESIDENTIAL BEGINNING SALES RATIO
2023 RESIDENTIAL ENDING SALES RATIO
AA202 GROWTH AND REVAL PAGES
2023 VALUE CHANGE REPORT
CHANGE OF ASSESSMENT LIST TOTALS
CONSOLIDATION 051523
MARKET MODEL VALUATION
NEW AND REVAL 05162023
PARAMETERS FOR ACCEPTABLE VALUES
REASON CODES FOR 2023
LIST OF REASON CODES DEFINITIONS
SALES RATIO STATS BEGINNING AND ENDING
COMMERCIAL PROPERTY REVIEW FORMS
H6 RESIDENTIAL REPORTS AND PROPERTY REVIEW FORMS

The Chair called for a motion to add an Executive Session and amend the Agenda to include batch 22. This batch was on the last meeting agenda as batch 11. Jim Vernor made the motion, seconded by Joe Kusmik and Vivian Ingersoll. The motion carried. After discussion, the Chair called for a motion to approve by Jim Vernor, seconded by Joe Kusmik. The motion carried.

Calvin Hicks thoroughly reviewed every 2023 Values report with the Board and recommended the 2023 values be adopted. The Chair called for a motion that the 2023 values be adopted and authorized Notice of Assessments to be mailed, made by Jim Vernor, and seconded by Charlene Fang and Joe Kusmik. The motion carried unanimously.

After Calvin Hicks read the 2023 DeKalb/Fulton Resolution and stated that it is in compliance, the Chair called for a motion to approve the 2023 DeKalb/Fulton County Resolution, made by Jim Vernor, seconded by Joe Kusmik and Vivian Ingersoll. The motion carried unanimously.

After reviewing the H6 and Commercial 299c Reports and Field Review Forms, the Chair called for a motion to approve these reports, made by Joe Kusmik, and seconded by Jim Vernor. The motion carried unanimously. Calvin Hicks requested that updated Field Review Forms be put on the next Agenda.

The Chair called for a motion to amend the Agenda to include Staff Recommendations for batches 23 through 28. Jim Vernor made the motion, seconded by Joe Kusmik. The motion carried. After discussion, the Chair called for a motion to approve batches 23 through 28, made by Jim Vernor, and seconded by Joe Kusmik. The motion carried unanimously.

Calvin Hicks stated that the 2023 Assessment Notices will be mailed on May 26, 2023.

The 2023 DeKalb/Fulton Resolution will be signed and forwarded to Fulton County for their approval and signatures.

Calvin Hicks thanked everyone at the table and all staff for all their hard work. Vivian Ingersoll thanked Calvin Hicks for his excellent leadership.

EXECUTIVE SESSION

At 11:53 a.m. the Chair called for a motion to adjourn into Executive Session to discuss a personnel matter, made by Vivian Ingersoll and seconded by Joe Kusmik. The motion carried. Following a discussion at 12:05 p.m., the Chair called for a motion to adjourn back into General Session – Vivian Ingersoll made a motion to adjourn out of Executive Session into General Session, seconded by Joe Kusmik and Jim Vernor. The motion carried unanimously.

The Board reconvened to a General session and the Chair reported that no action was taken.

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

ADJOURNMENT

There being no further business, the Chair called for a motion to adjourn, made by Jim Vernor, and seconded by Joe Kusmik. The meeting adjourned at 12:06 pm.

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:

June 3, 2023