

**MINUTES  
DEKALB COUNTY BOARD OF ASSESSORS  
June 13, 2019**

**A meeting of the DeKalb County Board of Assessors was held on Thursday June 13, 2019. Present were the following:**

**Robert A. Burroughs, J.D., Chair  
James Vernor, PhD, MAI, Vice-Chair  
Vivian R. Ingersoll, Assessor  
John W. Lawson, J.D., LL.M., 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  
Eugene Roberts – Appraiser IV – Business Personal Property  
Teresa H. Nealey, Recording Secretary**

**ABSENT: Allen Alford, Supervisor – Business Personal Property**

**CALL TO ORDER**

**The Chair called the meeting to order at 9:31 a.m.**

**APPROVAL OF AGENDA**

**The Chair called for a motion to approve the 6/13/19 Agenda, made by Vivian Ingersoll, seconded by Jim Vernor. The motion carried unanimously.**

**APPROVAL OF MINUTES**

**The Chair called for a motion to approve the 5/24/19 Minutes, made by Vivian Ingersoll and seconded by Jim Vernor. The motion carried unanimously. Vivian Ingersoll complimented the Board Secretary for the good quality of these Minutes. She thanked her for her diligence and in turn the Secretary thanked her for the compliment!**

**CITIZEN TIME**

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

**INTRODUCTION OF NEW EMPLOYEE**

**The Chair recognized Mead Schlemmer and he introduced himself to the Board. He is an appraiser in the Commercial Division. The Board welcomed him.**

## APPROVAL OF 2019 BUSINESS PERSONAL PROPERTY VALUES

The Chair stated that Board members received the 2019 Personal Property values electronically prior to this meeting. A hardcopy of this report was provided on the table for the Board to review. Eugene Roberts reviewed the report with the Board. The Chair asked if there were any questions or concerns, hearing none, he asked for a motion to approve, made by Jim Vernor and seconded by John Lawson. The motion carried unanimously.

## BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS

The Chair called for a motion to approve batches 1 through 12 of this agenda made by Jim Vernor, seconded by Vivian Ingersoll. After discussion, the Chair called for a vote which passed unanimously.

The Chair called for a motion to approve batches 13 through 23 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.

In Allen Alford's absence, Eugene Roberts presented his report.

## CHIEF APPRAISER'S REPORT

See attached.

## OTHER BUSINESS

Jim Vernor discussed Policy Manual updates with the Board. Vivian Ingersoll asked that staff be involved with the updates. Donna Rosser offered to review the Manual. The Chair appointed Jim Vernor to make a report of the updates to the Policy Manual at the August 22, 2019 meeting.

## EXECUTIVE SESSION

No session today.

## ADJOURNMENT

The Chair called for a motion to adjourn, made by Jim Vernor and seconded by Charlene Fang. The meeting adjourned at 10:40 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:

6-27-19