

**MINUTES  
DEKALB COUNTY BOARD OF ASSESSORS  
December 20, 2018**

**A meeting of the DeKalb County Board of Assessors was held on Thursday, December 20, 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  
Jeff Cohen, Appraiser Supervisor - Residential  
Brentnol Baker, Deputy Chief Appraiser – Commercial  
Allen Alford, Supervisor – Business Personal Property  
Teresa H. Nealey, Recording Secretary**

**Absent: Brian Jennings, Deputy Chief Appraiser – Residential**

**CALL TO ORDER**

**The Chair called the meeting to order at 9:34 a.m.**

**APPROVAL OF AGENDA**

**The Chair called for a motion to approve the 12/20/18 Agenda as amended, made by Jim Vernor and seconded by Vivian Ingersoll. The motion carried unanimously.**

**APPROVAL OF MINUTES**

**The Chair called for a motion to approve the 12/6/18 Minutes, made by Vivian Ingersoll, seconded by Jim Vernor. The motion carried unanimously.**

**CITIZEN TIME**

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

**NEW EMPLOYEE INTRODUCTION**

**Calvin Hicks introduced John Louis to the Board. John made further comments about himself and the Chair welcomed him. John is an appraiser in the Residential division.**

**BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS**

The Chair called for a motion to approve batches 1 through 19 of this agenda as amended made by Vivian Ingersoll, seconded by Jim Vernor. The 12/20/18 BTA Agenda Update showed parcel 15 208 02 165 being pulled from batch 6 and parcel 18 056 01 041 being pulled from batch 7. After discussion, the motion carried unanimously.

The Chair called for a motion to approve batches 20 through 25 of this agenda made by Robert Burroughs, seconded by Jim Vernor. After discussion, the motion carried unanimously.

**APPROVAL OF 2019 MOBILE HOME VALUES**

Allen Alford discussed the Mobile Home Values spreadsheet with the Board. The Board received this spreadsheet prior to this meeting for review. The Chair called for a motion to approve, made by Vivian Ingersoll and seconded by Jim Vernor. The motion carried.

**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.

Calvin Hicks noted that IAAO publicized our group picture from the CEAA award acceptance in the latest Fair & Equitable magazine.

**EXECUTIVE SESSION**

There was no session today.

**ADJOURNMENT**

The Chair entertained a motion to adjourn, made by Robert Burroughs, seconded by Vivian Ingersoll. The meeting adjourned at 11:12 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: 1-10-19