



**City of Battle Creek
Board of Review—2022 March Sessions
Official Minutes**

Session Number: #5
Session Type: Final Meeting
Date & Time: Wednesday, March 23, 2022--Morning

Commencement / Adjournment times: 10:00 am to 10:30 am

Board Members present:

James Eldridge Peter Pontoni Karen Roebuck

Board Members absent: Ariel Laws, Genetasia Tatum

Others present: City Assessor/Board Secretary Aaron Powers; Deputy City Assessor Lois Buchanan; WCA Regional Assessing Manager Andrew Falkenberg;

1. **Call to order** – by the Chair, at 10:00 a.m., noting that the meeting has been properly noticed as required by state law.
2. **Determination of quorum.** The Secretary determined and announced that a quorum of members are present. The Chair called for a motion to excuse Member Laws. Motion by Member Roebuck seconded by Eldridge. Motion passed unanimously.
3. **Public comment period.** There was no public comment.
4. **Sessions Scheduled and Held.** The Secretary distributed the Attendance/Compensation Log for the March Sessions that lists each session held by the Board and the members' attendance. The log shows that originally scheduled sessions did occur as scheduled. The Chair directed that the log become part of the official record of the March Sessions.
5. **Approval of Minutes.** The Secretary presented the minutes from the opening sessions held on March 16, 2022, being Session # 1, and the minutes of each session held or canceled during March 2022, being Sessions #2 - #4. MOTION by Member Pontoni, supported by Member Roebuck, to approve all the presented minutes. Motion approved unanimously.

6. **Review of the 2022 Assessment Roll and related documents.** The Secretary exhibited the database for the 2022 Assessment Rolls for the ad valorem and special rolls and noted that all protests and other matters coming before the Board in the March Sessions have been noted indelibly in the assessment rolls. The Secretary further announced that all petitions and the forms showing the actions taken by the Board have been appropriately filed, and that taxpayers and their representatives who presented matters to the Board will be mailed the results of the Board's actions before April 8, 2022.
7. **Correspondence.** The Secretary stated there was no additional correspondence received after the Board's last session. Motion by Roebuck, seconded by Eldridge. Motion passed unanimously.
8. **Resolution to Finalize March 2022 Sessions.** Motion by Member Pontoni, supported by Member Roebuck, to adopt the following resolution:

The Board of Review of the City of Battle Creek hereby resolves:

- a. The Board confirms that the notice of its March sessions was published as set forth in the City Charter.
- b. The Board confirms that notice of all March sessions were posted as required by the Michigan Open Meetings Act.
- c. Pursuant to action duly approved at its opening session on March 16, 2022, the Board convened to hear protests from the 2022 Assessed Values, 2022 Tentative Taxable Values, and 2022 Assessment Classifications as set forth in the Assessment Rolls submitted by the City Assessor under the City Charter, the General Property Tax Act, the Industrial Facilities Tax Act, the Neighborhood Enterprise Zone Act, and the Tax Reverted Clean Title Act, and to consider claims for homestead poverty exemptions and other exemptions, and the Board hereby ratifies and confirms the findings and determinations of each of those panels. The Board directs that notices of all determinations be sent to taxpayers as provided by law.
- d. The Chair and other members are hereby authorized to sign the Assessment Roll Certificates and other documents as required by law, regulation, or practice. Any concurring member not in attendance may sign the certificates after the session concludes or prior to if circumstances do not allow for availability prior to the end of March.
- e. The City Assessor, as Secretary of the Board, is authorized to certify all proceedings of the Board in its 2022 March sessions.
- f. The Chair and the Secretary shall certify the official minutes of the 2022 March sessions, and the Secretary shall file those minutes with the City Clerk, with copies and supporting documents kept on file in the office of the City Assessor.
- g. The Chair and Secretary shall certify the member Attendance/Compensation Log for the 2022 March sessions, and the Secretary shall submit same for payment of per session compensation as set forth in city policy.
- h. The Chair and Secretary shall determine the dates, times, and locations of the 2022 July and December sessions, and the Secretary shall properly issue and post notices of those sessions. The panels are hereby authorized to consider and decide on all matters properly brought before them, including approval of the minutes of those sessions as part of the final adjournment. Attendance by three of the five members of those panels shall constitute a quorum, and the Chair shall have full power to replace panel members as necessary.

The resolution was adopted unanimously.

9. **Signing the Assessment Roll Certificates.** Each Board member signed the prepared 2022 Assessment Roll Certificates. *Note: an absent member may, pursuant to the previously adopted resolution, sign the certificates at a later occasion or prior to if circumstances do not allow for availability prior to the end of March.*
10. **Recess.** The Members determined by consensus who would later make and support the Final Action motion. The Chair then recessed the Board briefly while the Secretary prepared the minutes of this meeting.
11. **Final Action.** The Chair reconvened the Board. The Secretary presented the minutes of this meeting. MOTION by Member Eldridge, supported by Member Roebuck, to approve the minutes of this meeting (including this motion and the session adjournment) and to declare the final adjournment of the 2022 March Sessions of the Board of Review. Motion carried unanimously, and the Chair declared final adjournment of the 2022 March Sessions, at 10:30 am.

Prepared and approved March 23, 2022

Aaron P. Powers, City Assessor, Board Secretary

James Eldridge, Board Chair

Prepared by Andrew WC Falkenberg
WCA Regional Assessing Manager