BOR Appeal Meeting

**Tuesday, March 14, 2023 @ 9:00AM**

BIC Center, 2nd Floor

26215 Main St Beaver Island, MI 49782

**Draft Agenda**

I. Call the meeting to order (Roll Call)

II. Agenda Revisions

III. Appeal Format – In Person (P)

1.  Introduction of Board

2.  Rights of Appeal

3.  Swearing in Appellant will be done “Affirm” in accordance with guidelines of the Michigan Tax Commission.

4.  Appellant Presentation/Submission of Supporting Documents which is limited to 15 minutes

5.  Board Q/A and Appellant Responds

6.  Notification of date, time, and location when public vote taken (March 14, after 1pm)

7. Secretary Actions:

a. Records correspondence received within the minutes, and

b. In a log, records the hearing date, the petition number, the petitioner’s name, the parcel number, type of appearance (Person/Writing), type of appeal (Protester/Disabled Veteran’s Exemption/Poverty Exemption), and assessor’s valuation and taxable value.

On March 14, during the decision period, the Secretary reports on this same log, the BOR valuation of any assessment or taxable value.

IV. Appeal Format – In Writing (W)

1.  Appellant Submission of Supporting Documents is reviewed by the BOR

2. Board Discussion

3. Secretary Actions:

a. Record correspondence received within the minutes, and

b. In a log, record the hearing date, the petition number, the petitioner’s name, the parcel number, type of appearance (P/W), type of appeal (H/V/PE), and assessor’s valuation and taxable value.

On March 14, during the decision period, the Secretary reports on this same log, the BOR valuation of any assessment or taxable value.

VII. Continue following the format in V or VI as necessary.

VIII. lunch break

IX. Resume following the format in V or VI as necessary.

X. Ask Assessor for additional information.

XI. BOR debates decisions and reports out on final decision.

 a. All reports completed, initialed, and signed as necessary

XII. Adjourn meeting at 3:00 pm.

Record of actual hours in session on March 14: \_\_\_\_\_\_

Attach to these minutes: Copies of Assessment Notices for those that made an appeal.