



**City of Battle Creek  
Board of Review  
Organizational Meeting  
Session Agenda – March 16, 2022, 9:00 am**

1. **Oath of Office**—Administered by City Clerk Victoria Houser to members.
2. **Call to order** – by the City Assessor/Board Secretary.
3. **Determination of quorum.**
4. **Public comment period.**  
Public comment is limited to three minutes per person.  
Person should state their name and address prior to beginning comment.
5. **Election of 2022 Board Chair;** Assumption of Chair by person elected. -- **Recommended Action:** Elect Chair after call for nominations by the Secretary. A nomination does not require a second, but the nominee may decline.
6. **Selection of Vice Chair of Board--** **Recommended Action:** MOTION to appoint <mover's choice> as Vice Chair of the Board for 2022.
7. **Introduction** - of Assessor's staff to the Board.
8. **Presentation by the City Assessor** - of 2022 Assessment Rolls.
9. **Scheduling of March sessions, review of scheduled sessions and duties of the officers.**  
**Recommended Action:** MOTION to do the following:
  - a. The Board reviews the sessions as scheduled,
  - b. The Board conveys authority for each panel to decide the matters brought before it, to establish a three-person quorum for each session.
  - c. The Chair shall convene any additional panels as necessary due to volume of taxpayer requests and may cancel any sessions for which there would be no matters to be considered.
  - d. The Vice Chair of the Board shall act as Chair in the absence or unavailability of the Chair and shall become the Chair in the event of vacancy. The Chair shall fill a vacancy in the position of Vice Chair by appointment of any other member. The Secretary shall record such vacancies and appointments in the official records of the Board.
10. **Correspondence.**
11. **Presentation by the City Assessor and staff** - overview of Board duties and authority, with information to assist Board; general discussion.

**Session adjournment.**