



City of Battle Creek

## Board of Review—2022 March Sessions

Session #5

Final Meeting – March 23, 2022

*Agenda with recommended action as indicated*

1. **Call to order** – Scheduled for 10:00 a.m.
2. **Determination of quorum.** *Recommended Action:* MOTION to excuse absent members, if any, from the final meeting.
3. **Public comment period.**
4. **Sessions scheduled and held**—Review of attendance log.
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 during March 2022, being Sessions #2 - #4. *Recommended Action:* MOTION to approve all of the presented minutes.
6. **Review of the 2022 Assessment Roll and related documents.**
7. **Correspondence--** *Recommended Action, if needed:* MOTION , to confirm the Secretary’s determination of late receipt and/or lack of standing for letters of protest, and to direct the Secretary to so notify the correspondents
8. **Resolution to finalize March 2022 Sessions**— *Recommended Action:* MOTION to approve 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 approved the scheduled sessions 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.
- 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.

9. **Signing the Assessment Roll Certificates.**

10. **Brief recess**—To allow the Secretary to finalize the minutes of this meeting.

11. **Final action. *Recommended Action:*** MOTION 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.