



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

**Session Numbers:** #1  
**Session Type:** Organizational and Information Meeting in morning  
Appointments in afternoon  
**Date & Times:** Wednesday, March 16, 2022  
Session #1  
9:00 am to 12:00 pm - organization  
1:30 pm to 3:00 pm - appointments

**Board Members present:**

James Eldridge      Peter Pontoni      Karen Roebuck

**Board Members absent:** Ariel Laws, Genetasia Tatum

**Others present:** City Assessor/Board Secretary Aaron P. Powers; Deputy City Assessor Lois Buchanan; WCA Regional Manager Andrew Falkenberg; City Clerk Victoria Houser

1. **Oaths of Office** At 9:00 a.m., City Clerk Victoria Houser attended to administer the Michigan constitutional verbal and written oath of office to Board Members James Eldridge, Peter Pontoni, and Karen Roebuck
2. **Call to order.** By the City Assessor/Board Secretary Powers, at 9:02 p.m., noting that the meeting has been properly noticed and published as required by state law and the city charter. Secretary Powers asked for a motion to excuse Member Laws; moved by Member Pontoni, supported by Member Eldridge. Motion passed unanimously. Member Tatum has not been in communication and has been unable to reach by phone or email.
3. **Determination of quorum.** The Secretary compared the attendees with the roster of appointments to the Board by the City Commission, and then determined and announced that three of five duly appointed members are present, constituting a quorum.
4. **Public Comment period.**  
No person present spoke during the period.

- 5. Election of 2022 Board Chair.** The Secretary called for nominations. Member Pontoni, supported by Member Roebuck, nominated Eldridge for Chair. There were no other nominations. There being only one nominated, a vote was held to close nominations and declare Member Eldridge to be elected as Chair for 2022, the motion passed unanimously. Members Eldridge accepted the position and Member Eldridge assumed the Chair.
- 6. Election of 2022 Board Vice-Chair.** The Secretary called for nominations. Member Roebuck, supported by Member Eldridge nominated Member Pontoni as Vice-Chair. There were no other nominations. There being only one nominated slate, a vote was held to close nominations and declare Member Pontoni as Vice-Chair for 2022; the motion passed unanimously. Member Pontoni accepted the position and Member Pontoni assumed the Vice- Chair.
- 7. Introduction of Assessor’s staff to the Board.** City Assessor Powers introduced the contracted staff members of the office, and explained the duties each performs in the assessing process.
- 8. Presentation of 2022 Assessment Rolls by the Assessor.** Pursuant to Michigan law and the City Charter, the Assessor presented the 2022 Ad Valorem, Commercial Rehabilitation, DNR PiLOT, Industrial Facilities Tax, Land Bank, Neighborhood Enterprise Zone, Obsolete Property Rehabilitation, and Renaissance Zone assessment rolls to the Board, accompanied by signed certificates for each. The Board accepted control of the assessment rolls.
- 9. Scheduling of March sessions, review of scheduled sessions, and duties of the officers.** The Chair called for members to review the sessions as scheduled by the Secretary. MOTION by Vice-Chair Pontoni, supported by Member Roebuck, as follows:

  - a. The Board reviewed 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.

The motion passed unanimously.
- 10. General Orientation, Information, State Bulletins, Resources and Training.** City Assessor Powers informed the Board of their Board duties, a general review of assessment practices, and related topics, and reviewed various resource materials prepared for the Board.
- 11. Correspondence.** There was none.
- 12. Session recessed.**  
All scheduled matters having concluded, it was moved by Member Roebuck, supported by Vice-Chair Pontoni, to recessed the morning session. The motion passed unanimously, and the Chair declared the session recessed at 12:00 p.m.

Prepared March 16, 2022  
To be approved March 23, 2022

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Aaron P. Powers, City Assessor, Board Secretary

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James Eldridge, Board Chair

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Prepared by Andrew WC Falkenberg  
WCA Regional Assessing Manager