



BOR Appeal Meeting
Monday, March 13, 2023 @ 3:00PM
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. Approval of 3/2/23 meeting minutes
- IV. Submittal and recording of BOR Training Certificates
- V. 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.
- VI. 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. Dinner break

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

X. Ask Assessor for additional information.

XI. Adjourn meeting at 9:00 pm and return on Tuesday, March 14 at 9:00 am.

Record of actual hours in session on March 13: _____

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