



**BOR Organization Meeting  
Thursday, March 2, 2023 @11:00AM  
BIC Center, 2nd Floor  
26215 Main St Beaver Island, MI 49782  
Meeting Minutes**

- I. Call the meeting to order (Roll Call): Meeting called to order at 11:05 am.  
Roll: Antkoviak (BOR), Peirano (BOR Alternate), Welke (Secretary), VanDyke (BOR), Milbrandt (Assessor), D'Andraia (BOR)
- II. Agenda Review/Amendments:
  - a. Addition to review/accept July BOR Meeting Minutes: Approval July BOR Meeting Minutes held on July 19, 2022, approved as discussed – Welke is Township Supervisor, not “Interim” Township Supervisor. Motion by VanDyke, second by Antkoviak, to approve these meeting minutes subject to the discussed item. The motion passed unanimously.
- III. Introductions
  - a. Assessor
  - b. BOR
- IV. Swearing in of the BOR; completed by St James Township Clerk just before the meeting. Each member and alternate signed their oath statement.
- V. Safety Review
  - a. Alert Sheriff's Office About meeting dates, location and times.
  - b. Availability of Cell phones
  - c. Identification of Exits
- VI. Election of Chair for 2023:

VanDyke made a motion to nominate D'Andraia, as chair; seconded by Antkoviak, passed unanimously.

  - a. Role of the Chair was briefly discussed.
    1. Call meetings to order, calling for motions and votes and all other actions necessary to open, run and close a meeting.
    2. Assure an orderly conduct during the meeting and OMA guidelines apply
    3. To see that orders and procedures are adopted
    4. To conduct official duties on behalf of the Board (e.g., administer oaths and sign documents).
    5. Introduction of Board members to those appearing before the BOR
    6. Statement about when the BOR will make their decisions and a reminder that this is done in accordance with OMA guidelines and those appealing assessments are welcome to attend
    7. Confirmation that all appeals will receive a response, i.e., a formal written communication regarding any decision.
    8. Confirm the right to appeal to the Michigan Tax Tribunal

- b. Alternate Duties were noted as outlined in the agenda.
  - 1. An alternate member may be called to perform the duties of a regular member of the Board of Review in the absence of a regular member.
  - 2. An alternate member may also be called to perform the duties of a regular member of the Board of Review for the purpose of reaching a decision in which a regular member has abstained because of a conflict of interest.

## VII. Assessor

- a. Turned over the Assessment Roll to D'Andraia
- b. Milbrandt shared her background and township interaction. With a November start she has been on the island three times. A contract employee, David Sullivan has visited to review to perform the field work in regard to permitted work. Sullivan will visit twice more in the spring to look at the permitted work and the commercial properties. He will visit again in November to look at the permitted work.

There is a known shortage of assessors. This is causing assessors to work in multiple townships making visits during the same/or nearly so BOR meeting times difficult. Milbrandt is planning a long trip in the spring and in the fall. Plus, she will be here three days a year to meet with residents. Milbrandt would like to visit in July or August to meet with summer residents.

For Milbrandt to participate in person at BOR meetings (due to her obligations to two other jurisdictions) she requested that the BOR members use a different day of the week for the second appeal day. To arrange for Milbrandt to be part of the BOR process in person, rather than 'just' over the phone, there was a motion by VanDyke and a second by Antkoviak to move the second meeting to Thursday within the same week as the mandatory Monday meeting. It was acknowledged that the Township Board needed to pass a similar motion.

In preparation for the BOR meeting, four packets will be prepared and shared with the BOR members and alternate on Friday, 3/10/23. The petitioner may bring up something not in the packet. BOR members reported their issue seems to be "why" the petitioner is making their appeal (or argument) given their lack of proper explanation. Milbrandt acknowledged that she works with those that contact her to help them with information needed to prepare for their appeal.

## VIII. BOR Meeting Dates (Vote Required)

- a. Proposed March 2023 Meeting Dates for Appeals:
  - 1. March 13, Monday (3:00 pm - 9:00 pm)
  - 2. March 14, Tuesday (9:00 am - 3:00 pm)
    - i. March 14 Voting on All appeals after 1:00 pm
    - ii. March 14 Signing Appeal Documents by all BOR members once voting is concluded.
- b. Time Limit Per Protest (Vote Required)

In the past, 15 minutes given for the protest period and this time allotment was recommended to continue. A motion was made by Antkoviak and seconded by VanDyke to allow each applicant to appeal their assessment and ask questions over a 15-minute period. This motion passed unanimously.

Decisions are made on the second day and normally do so between 12:00 pm and 3:00 pm. A motion was made by VanDyke and seconded by Antkoviak. The motion passed unanimously.

c. Appeal Format was discussed as follows:

1. Introduction of Board
2. Rights of Appeal
3. Swearing in Appellant will be done "Affirm" in lieu of Swear which is in compliance with guidelines from the tax commission.
4. Appellant Presentation/Submission of Supporting Documents
5. Board Q/A and Appellant Responds
6. Notification of date, time and location when public vote taken (March 14, after 12:00 pm; later this was determined to be 1:00 pm)

Other discussion:

- Tips have already been on WVBI via a PSA and will be added to the township's Web site.
- The BOR will make the necessary decisions which the Secretary records with statement explaining why this decision was reached. A summary sheet will be signed by BOR. This summary sheet will be provided to the assessor.
- Milbrandt is attempting to contact a surviving spouse of veteran to work out the related exemption request.
- If there is a new non-profit owning land in St James Township there was a 2/15/23 deadline for them to register their organization/property as a non-profit.
- A BOR member described a future concern of the township – more land moving into a conservancy or to easements with a conservancy.
- As of this date, Milbrandt report she has two veterans exemptions and one appeal (Left-Kur).
- Milbrandt has been working to reset Lake Michigan water views into a defensible foot rate which is supported by sales rather than a 'district' approach that did not seem supported by sales.
- In response to a question from a BOR member, Milbrandt reported that she assesses sheds (movable or not). She would not assess a poor condition shed. She would not assess a plastic building.
- If a building on a property was removed, the property owner needs to contact Milbrandt to report this for assessment purposes.
- In close, Milbrandt reports that she feels her work is consistently completed. There are 1568 parcels in this township, 1530 are real and 38 are personal.
- Logistical items: 1) Each BOR Member/alternate who had the 2023 training are requested to email their training certificate to the Secretary for processing and obtaining signatures at a later date. 2) The BOR members are to keep track of their meeting time; on March 14 at the end of the second meeting, the Township clerk will join the meeting to share payroll records for competing to enable compensation. The Township will pick up dinner costs Monday evening and lunch costs Tuesday. A member asked if they were allowed to waive their compensation. After investigation, it was found that the payment is for the

position, not the person. Compensation cannot be waived. Anyone can donate back to the Township their payment, however, withholding will occur. Table tents will be prepared for each BOR member and alternate.

IX. Public Comment (General): There were no public comments.

X. This meeting was adjourned at 1:55 pm. The first BOR meeting will occur on 3/13/23 between 3:00 pm and 9:00pm at the BIC Center, 2<sup>nd</sup> Floor.

Minutes are respectfully submitted,

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Roberta S. Welke, Township Supervisor  
BOR Secretary

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