

St. James Township Board of Review

March 8, 2022

The meeting was called to order by Frank D'Andraia at 10:06 a.m.. Members present were Audrey VanDyke, Kathleen Antkoviak, Alternate possibility Marcy Dean, Frank D'Andraia, and Recording Secretary, Supervisor Joe Moore.

The three members of the BOR signed and dated their education forms.

The agenda was approved unanimously with a motion by VanDyke, second by Antkoviak.

It was determine that the BOR members would be asked about a conflict of interest before each individual protest for the upcoming BOR meetings on March 14, 3-9 p.m and March 15, 9 a.m.-3 p.m..

It is recommended that next year the St. James Township Hall be the location of the BOR meetings.

The motion was made and approved to appoint Frank D'Andraia as chair for this BOR. Motion by Antkoviak, second by Van Dyke.

The discussion was short about the amount of time allotted for each protest/presentation. Th time limit was set at 15 minutes. The motion was made by VanDyke, seconded by Antkoviak, and approved.

A discussion of administering an oath at the beginning of a protest was discussed. The oath was waived by a motion by Vandyke, second by Antkoviak, and unanimously approved.

At the March 14 and 15 BOR days, Frank D'Andraia will introduce all the BOR members to the individuals and provide name tags using first names.

The decision-making process was made after a short discussion. The protests are generally heard on the first day, although there may be some on the second day. The decisions will be made at approximately beginning at 11 a.m. on the second day. Motion by Van Dyke, second by Antkoviak. Approved.

The Assessor will send out the decisions of the BOR after ten days of the March 15th meeting date.

The minutes and other documents will be filed with the St. James Township Clerk, and made available per FOIA and OMA.

The township supervisor as recording secretary is required to keep a lot with on required information.

Several types of appearance were discussed to include in person, a representative of a person authorized to make a presentation, or a letter. The BOR must either approve, disapprove, or postpone a decision, such as table it until the next meeting or a later date.

Marcy Dean was approved as the alternate for the BOR, appointed by the St. James Township supervisor. St. James Board will be asked to confirm this appointment.

The BOR meeting notices were posted at the Beaver Island office of the Charlevoix State Bank, McDonough's Market, Harbor Bodega, Beaver Island District Library, the US Post Office, the Governmental Center as well as on the St. James website and Beave Island News on the 'Net.

There was discussion about the Assessment Roll for 2022 including form L-4030, the Ad Volverum role and the DNR role, which include the beginning numbers for 2022. A new form will be issued after the BOR meetings of the 14th and 15 of March 2022. It will be labeled the L-4037 Board of Review form.

There was a little discussion about the properties known to be part of the BOR review coming up.

The meeting was moved to be adjourned by VanDyke, seconded by Antkoviak, and approved with the need to reconvene on March 14, 2022 at 3 p.m.