

**BOARD OF REVIEW**  
**2017 ORGANIZATIONAL MEETING**  
**MARCH 7, 2017**

The Board of Review for the City of Manistee met on Tuesday, March 7, 2017 in the Second Floor Conference Room, City Hall for their organizational meeting. Meeting was called to order by the Chair at 1:00 p.m.

**PRESENT:** Judianne Sibley, Mary Kowalski Wilhelm, T. Eftaxiadis

**OTHERS PRESENT:** City Assessor Molly Whetstone

**Election of Chair.** The Board of Review annually elects a Chair. *MOTION* by T. Eftaxiadis, second by Mary Kowalski Wilhelm to elect Judianne Sibley as 2017 Chair of the Board of Review. All in favor – motion carried.

Recording Secretary services will be provided by various City staff. Meetings of the Board of Review have been scheduled for Monday, March 13 from 3:00 to 9:00 p.m., for Tuesday, March 14 from 9:00 a.m. to 3 p.m.; with an optional session on Monday, March 20 at 1:00 p.m. to finalize board decisions if necessary. Mr. Eftaxiadis advised that he will only be available for certain hours; Alternate Member Ed Kriskywicz will be contacted to fill in.

**Review of Rules of Procedure.** Form was reviewed for clarifications or changes. Once approved by the Board of Review, will be posted on the City's website. Noted need for letter of authorization from the property owner for their agent. Changed to allow legible emailed or faxed appeals which should be sent to the City Assessor. Discussed timekeeper responsibilities; petitioner will be allowed 15 minutes; a timer will be made available. City Assessor anticipates the March Board of Review will be quiet. No major changes in the City roll. Only three appointments so far. Commercial and industrial values have been dropped. Assessor will have all maps available for the Board on Monday.

Board members appreciated the recent training they attended. Assessor shared Form 4037 where the assessment roll was approved to be in electronic format. Discussed various forms the Board will use and the assessor's assessment practices. A petitioner will need to submit a comparative market analysis to appeal a sales price versus what assessment the Assessor has applied. Discussed poverty exemption guidelines, Homestead tax credit, and Veterans exemptions.

*MOTION* by T. Eftaxiadis, second by Mary Kowalski Wilhelm to approve the Rules of Procedure for the Board of Review with the changes as noted. All in favor – motion carried.

**Public Comment.** None

Adjourned at the Call of the Chair at 1:50 p.m.

Cynthia J. Lokovich, CAP-OM  
Recording Secretary