

**Minutes of the Chikaming Township Tax B. O. R. Organizational Meeting for March 2019**

Attendees: Dave Bunte, Ed Gramberg, Tim Hawkins, Lee Strohl & Toni Swisher

Called to order Time 10:15 a.m. \_\_\_\_\_ Date \_\_3/5/19\_\_\_\_\_

Chairman: Tim Hawkins Nominated by Ed Gramberg, Seconded by Lee Strohl - Motion carried

Timekeeper: Ed Gramberg Nominated by Lee Strohl, Seconded by Tim Hawkins - Motion carried

Secretary: Dave Bunte will serve as secretary

There will be 10 minutes allowed to hear each petition

Adopted the rules of Procedure (attached)

Chart of increases will be updated.

The CPI chart will be updated

Page 63 was reviewed – decision making process

Reviewed affidavit swearing to conditions of sale

Toni Swisher will be present to explain the assessment process and review the property record card.

Sabina Kotov will be available to assist the taxpayers in completing the Petition.

Dave Bunte will post the Board's decision to the assessment role.

Board of Review will make the required notification of assessment changes to the taxpayer.

Review of the Assessment roll – 2.4% increase across the board.

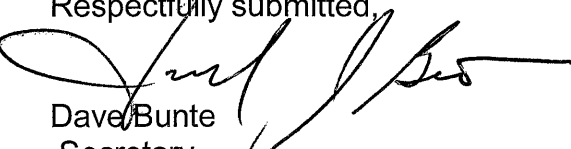
Assessors review: The Board will now review form 5076 personal property exemption

General Discussion: Lee Strohl expressed concern about Homestead Exemption violations

A motion to recess was made by Lee Strohl and supported by Ed Gramberg. Motion carried,  
Meeting was adjourned at 11:00 a.m.

Respectfully submitted,

Dave Bunte  
Secretary

 3/5/2019

## **BOARD OF REVIEW POLICIES AND RULES OF CONDUCT**

***The following policies and rules of conduct will be adhered to during all sessions of the Board of Review:***

### ***Tape Recording***

*Will be allowed, but the party must advise the board and other petitioners in the room, and then place device in middle of table. Additionally, the written permission of the petitioner presenting his information must be obtained.*

### ***Cameras***

*Will be allowed, but the party must advise board and other petitioners in room and then place device in corner of room. If anyone other than the petitioner who owns the camera is being videotaped, then written permission must be obtained.*

### ***Time Allotted***

*Each petitioner will be allowed no more than 10 minutes per tax code number to present case.*

### ***Written Protests***

*Will be accepted pursuant to township resolution and must be received on or before the last public hearing date of March 13<sup>th</sup>, 2019, by fax or mail.*

### ***Public Comment***

*The first 5 minutes of each day will be open for public speech or comment including any question/answer session. Thereafter, the time will be open again for the first 5 minutes at the next Meeting of the Board.*

***These policies and rules of conduct have been adopted by the Chikaming Township Board of Review***