



Andy Schor, Mayor

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ASSESSOR  
RS  
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**Sharon Frischman, Assessor**

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**City of Lansing  
March Board of Review Organizational Minutes  
March 6, 2018**

Members Present: Tricia Spain, Diane Sanborn and Christie Poitra  
Darren Carter, Deputy Assessor  
Teresa Bowers, Administrative Assistant

The March Board Organizational meeting was called to order by member Diane Sanborn at 4:10 p.m.

**Old Business:**

The December Board of Review minutes were reviewed. Motion by Diane Sanborn to approve the minutes; supported by Tricia Spain. Motion carried.

**Public comments: None**

**New Business:**

Diane Sanborn suggested electing a new Chairperson. Diane Sanborn nominated Tricia Spain as the new Chairperson, supported by Christie Poitra. Motion Carried.

Teresa Bowers started the meeting by going over March Board of Review procedures. She stated that the Board of Review dates will be in session starting Monday March 12<sup>th</sup> thru Friday March 16<sup>th</sup> from 9:00 a.m. to 12:00 and 1:30 p.m. to 4:30 p.m. except for Wednesday, March 14<sup>th</sup> starting at 1:30 p.m. thru 4:30 p.m. and 6:00 to 9:00 p.m.

Teresa also stated that Sharon extended the deadline to schedule an appointment to Thursday, March 15<sup>th</sup> until 3:00 p.m. After March 15 taxpayers can come in and wait for an available opening on Friday, March 16. Also, if a taxpayer is meeting with an appraiser and is not in agreement with the appraiser, then the appraiser will schedule an appointment with the Board of Review, if time is available.

Teresa stated that all representatives who are appealing must have a current letter of authorization dated and signed by the property owner. Taxpayers who would like to submit documentation must have their own copies prepared for the board. Each appointment is five minutes and taxpayers may appeal up to three properties within each five minute appointment. Teresa stated appraisers will make a recommendation for letter appeals, if they cannot make a decision they should submit the letter to the Board for a decision to be made.

Teresa confirmed that taxpayers who appealed will be notified of the board's decision by mail before the second week of April. If the taxpayer is dissatisfied with the board's decision, they have the right to appeal to the Michigan Tax Tribunal.

Darren stated that Sharon prepared sales books for each member to use during the meeting. Sales could be looked up by neighborhood or by street name. Darren also talked about how important it was for members not to keep taxpayers pass their allotted times. Darren explained it may not be as many appeals as prior years and suggested that members make decisions during down time.

Darren asked if the members had any questions or concerns. No questions or concerns by the members.

Motion by member Diane Sanborn to adjourn

The meeting was adjourned at 4:30 p.m.

Submitted by Teresa Bowers