

City of Charlevoix
Board of Review Regular Meeting Minutes
Tuesday, December 10, 2024 - 11:00 AM
Second Floor, Conference Room, 210 State Street, Charlevoix, MI

1. Call to Order and Roll Call

Chair Timms called the meeting to order at 11 a.m.

Chair: Robert Timms

Members Present: Brenda Bryan, Francis Flanders, Janet Kalbfell, Phil Parr

Members Absent: None

City Assessor: Joe Lavender

City Clerk: Sarah J. Dvoracek

2. Public Comment

3. Petition Review

A. December BOR Petitions 1-3

Petitions 1-3 were reviewed and acted upon.

Motion by Kalbfell, seconded by Parr to approve petition 24DBOR-01.

Motion carried by unanimous voice vote.

Motion by Parr, seconded by Timms to approve petition 24DBOR-02.

Motion carried by unanimous voice vote.

Motion by Kalbfell, seconded by Parr to approve petition 24DBOR-03.

Timms abstained due to a conflict of interest.

Motion carried by unanimous voice vote.

4. Approval of Minutes

Motion by Kalbfell, seconded by Flanders to appoint the Chair to approve the minutes from the December Board of Review according to Robert's Rules of Order.

5. Adjourn

Chair Timms adjourned the meeting at 11:30 a.m.

Sarah Dvoracek

City Clerk

Robert Timms

Chair