

City of Charlevoix
Board of Review Regular Meeting Minutes

Thursday, March 13, 2025 - 9:00 AM

Second Floor Conference Room, 210 State Street, Charlevoix, MI

Appeal meeting times are 9am to 12 pm and 1pm to 4pm.

Please note the Board will take a lunch break from 12pm to 1pm.

1. Call to Order and Roll Call

Chair Kalbfell called meeting to order at 9:00 a.m.

Chair: Janet Kalbfell

Members Present: Brenda Bryan, Francis (Brownie) Flanders, Phil Parr

Members Absent: Dennis Halverson

Staff Present: Sarah Dvoracek, City Clerk; Joe Lavender, City Assessor

2. Appeals

Member Bryan stepped out of the room due to a conflict of interest with Petition MBOR-01.

The Board reviewed and made a decision on Petition MBOR-01.

Member Bryan returned.

The Board reviewed and made decisions on Petitions MBOR-02 through MBOR-06.

Member Halverson arrived at 10:40 a.m.

The Board reviewed and made a decision on Petition MBOR-07.

3. Approval of Minutes

Motion by Halverson, seconded by Parr to approve the minutes as presented.

Motion carried by unanimous voice vote.

4. Public Comment

5. Adjourn

Chair Kalbfell adjourned the meeting at 4:00 p.m.

Sarah J. Dvoracek City Clerk

Janet Kalbfell Chair