

**City of Charlevoix**  
**Board of Review Regular Meeting Minutes**  
**Tuesday, July 22, 2025 - 11:00 AM**

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

**1. Call to Order and Roll Call**

The meeting was called to order at 11:02 a.m. by Chair Kalbfell.

Chair: Janet Kalbfell  
Members Present: Brenda Byran, Francis Flanders, Dennis Halverson, Phil Parr  
Members Absent: None  
City Assessor: Joe Lavender  
City Clerk: Sarah J. Dvoracek

**2. New Business**

A. Assessor's Agenda of Corrections

City Assessor Lavender presented information on each petition.

Petitions 1-3 were received and reviewed. All petitions requiring action were discussed and decisions were made by the Board. See attached petitions. The petition log is as follows:

Petition	Parcel Number	Owners Name	Action	2025	2024
1	052-123-002-00	Susan Atwood	Qualified Appraisal Error, storage area priced as living*	X	
2	052-240-006-00	PRB Six LLC	Recapping of transfer (exempt transfer affiliated group)		X
3	052-900-222-00	Sunglass Shoppe	Remove Personal Property Assessment	X	

\*Review "Act of God" law from last March of Board Review

**3. Approval of Minutes**

A. Motion to approve the Chair to approve the minutes, according to *Roberts Rules of Order*  
Motion by Kalbfell, seconded by Parr to approve the Chair to approve the minutes, according to Roberts Rules of Order.

**Motion carried by unanimous voice vote.**

**4. Public Comment**

**5. Adjourn**

Chair Kalbfell adjourned the meeting at 11:28 a.m.

---

Sarah J. Dvoracek      City Clerk

---

Janet Kalbfell      Chair