

City of Charlevoix
Board of Review Regular Meeting Minutes
Tuesday, December 9, 2025 - 2:00 PM

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

1. Call to Order and Roll Call

Chair Kalbfell called the meeting to order at 2:02 p.m.

Chair: Janet Kalbfell

Members Present: Brenda Bryan, Francis Flanders, 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 1-6 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	052-152-001-00	Janice Spica-Buchman	Qualified error, recapping for family transfer	X	
2	052-270-005-00	Selphish Properties	Increase taxable value to account for finished reconstruction	X	
3	052-270-005-00	Selphish Properties	Increase taxable value to account for finished reconstruction		X
4	052-270-062-40	Joseph & Erin Simney	Poverty Exemption Consideration	X	
5	052-254-009-50	Benjamin Kommeirer & Marta	Qualified error, adjust value to reflect the interior	X	

			construction		
6	052-140-061-00	Mark & Ruth Murray	Poverty Exemption Consideration	X	

3. Approval of Minutes

A. Motion to approve the Chair to approve the minutes, according to *Roberts Rules of Order*
 Motion by Parr, seconded by Kalbfell 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 2:54 p.m.

Sarah J. Dvoracek City Clerk

Janet Kalbfell Chair