

City of Manistee

P. O. Box 358 • Manistee, Michigan 49660-0358 • www.ci.manistee.mi.us



CITY HALL
70 Maple Street

July 26, 2006

CITY MANAGER
231.398.2801

TO: Kelli Sobel, State Tax Commission
Peggy Falk, Equalization Director
Rita Crow, Business Coordinator, Manistee Intermediate School District
Edward Bradford, Finance Director
Alan Verheek, County Treasurer
Virginia Fox, West Shore Community College
Board of Review (including alternate members)

CITY ASSESSOR
231.398.2802

BUILDING INSPECTOR
231.398.2806

PLANNING, ZONING &
COMMUNITY DEV.
231.398.2805

FROM: Julie Beardslee, City Assessor 

CITY CLERK
231.398.2803

RE: July 18, 2006 Board of Review meeting

CITY TREASURER
231.398.2804

WATER BILLING
231.723.2559

Enclosed please find a Board of Review Record and Board of Review Minutes for the July 18, 2006 meeting.

ADMINISTRATION
FAX 231.723.1546

The Board of Review Record is separated by valuation and non valuation decisions. Please be careful to note the year of the Board of Review decision.

CLERK/TREASURER
FAX 231.723.5410

Please note that the enclosed is submitted as an affidavit to fulfill the tenets of 211.53b, MCLA, Section (1). An excerpt from this section states:

POLICE DEPARTMENT
70 Maple Street
231.723.2533
FAX 231.398.2012

If approved, the board of review shall file an affidavit within 30 days relative to the errors or mutual mistake with the proper officials who are involved with the assessment figures, rate of taxation, or mathematical computation and all affected official records shall be corrected. **If the error or mutual mistake results in an overpayment or under payment, the rebate, including any interest paid, shall be made to the taxpayer or the taxpayer shall be notified and payment made within 30 days of the notice. A rebate shall be without interest.**

FIRE DEPARTMENT
281 First Street
231.723.1549
FAX 231.723.3519

PUBLIC WORKS
280 Washington St.
231.723.7132
FAX 231.723.1803

PARKS DEPARTMENT
231.723.4051

WATER MAINTENANCE
231.723.3641

Thank you.

WASTEWATER PLANT
50 Ninth St.
231.723.1533

cc: Mitch Deisch
enc: 1



MINUTES OF BOARD OF REVIEW - CITY OF MANISTEE
MEETING HELD AT CITY HALL, 70 MAPLE ST., MANISTEE MI
JULY 18, 2006- 9: 00 A.M.

Chairman Midge Kubanek called the Board of Review to order at 9:00 a.m. on July 18, 2006. Alternate members Jerry Duchon and Fred Walter were present. Ruth Ann Winicki, regular member, has not been released by her doctor to attend meetings and regular member Ruth Ellen Pratt is working. Julie Beardslee, City Assessor and Secretary of the Board of Review was present. There was discussion regarding attendance of regular board members as stated in the letter to the Board dated July 11, 2006. The need for regular members to attend meetings and the need to attempt a two week notice of the inability to attend meetings was discussed. Michelle Wright, City Clerk administered the oath of office for Jerry Duchon. The Board corrected clerical errors and mutual mistakes of fact as related to assessment figures for 2005 and 2006. Hearings for Principle Residence Exemption Affidavit appeals (current year and three years prior) and Hardship Exemption appeals were accomplished.

The Board discussed the Board of Review Record. The Record will list petitioners and decisions of the Board of Review. Pertinent information for each appeal will be found in each parcel record file. The Board of Review Record separates non valuation appeals from valuation appeals.

The board discussed the State Tax Commission Bulletin #5 of 2006, Changes Due to Public Act 13 of 2006-Authority of July or December Board of Review to Correct Qualified Errors. Bulletin #2 the 2006 Property Tax Appeal Procedures was distributed and discussed. The publication for today's meeting was in the Manistee News Advocate on July 10, 2006.

The Board approved the March 2006 Board of Review Minutes through a motion by Midge Kubanek, seconded by Fred Walter, all were in favor.

The secretary reminded the Board of the December 12, 2006 session to correct clerical errors and mutual mistakes of fact, and to hear Homestead Exemption and Poverty Exemption appeals.

Ruth Ann Winicki's term on the Board of Review expires 12-31-06. Ruth expressed an interest in reapplying for a position on the Board of Review.

There was discussion regarding the issue of conflict of interest of Board members. The Board has adopted Roberts Rules of Order regarding parliamentary procedure. Robert's Rules issues the following guidelines regarding conflict of interest:

The general principle in parliamentary law is that when a member has a "conflict of interest," he or she does not enter into the discussion or vote on the matter. However, there is no rule that says the member has to leave the room when others are discussing the issue.

Members are cautioned against entering the discussion in which said member has a conflict of interest. Entering the discussion is a violation of Roberts parliamentary procedure.

The Board heard and decided appeals as found in the Board of Review Record for July 18, 2006.

Jerry Duchon moved to adjourn at 1:30 p.m., Midge seconded, and the motion passed unanimously.

PRESENT:



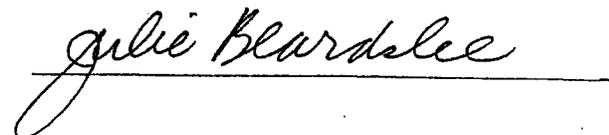
Midge Kubanek, Chairperson



Jerry Duchon, Alternate Member



Fred Walter, Alternate Member



Julie Beardslee, Secretary

**BOARD OF REVIEW RECORD
ASSESSED & TAXABLE VALUE
FOR JULY 18, 2006**

CLASS CODES: 201 = COMMERCIAL, 301 = INDUSTRIAL, 401 = RESIDENTIAL, 250 = COMMERCIAL PERSONAL, 350 = INDUSTRIAL PERSONAL,
450 = BUILDING ON LEASED LAND, 550 = UTILITY PERSONAL, 99 = REFERENCE ONLY, TE = TAX EXEMPT

Petition #	Name	Mailing Address	Property # 51-51 Class Code	Assessment Year Protested	Assessed Value Taxable Value	BD of Review		Reason for Protest & Property Action
						Assessed Value Taxable Value	Assessed Value Taxable Value	
1	Port City Christian Fellowship Church	1010 Ramsdell Street Manistee, MI 49660	448-701-07 201	2005	\$35,800 \$35,800	\$35,800 \$35,800		Certificate of occupancy dated 10-25-05. Public worship not occurring 12-31-04, tax day for 2005 value.
2	Kay Fortier	200 Washington Street Manistee, MI 49660	144-701-01 401	2005	\$48,800 \$48,800	\$34,400 \$34,400		Miscellaneous clerical errors re: porch, apartment square footage, apartment uninhabitable.
3	Kay Fortier	200 Washington Street Manistee, MI 49660	144-701-01 401	2006	\$48,800 \$48,800	\$34,500 \$34,500		Miscellaneous clerical errors re: porch, apartment square footage, apartment uninhabitable.
4	Cecilia Adamczak	26 Arthur Street Manistee, MI 49660	146-709-07 401	2006	\$30,400 \$19,385	\$30,400 \$19,385		Income exceeds poverty guidelines.
5	M & A Builders	154 Quincy Street Manistee, MI 49660	190-146-00 250	2005	\$12,500 \$12,500	\$0 \$0		Never was a business at this location.
7	Debra Kay Gutowski	360 Melitzer Manistee, MI 49660	274-715-13 401	2006	\$41,900 \$41,900	\$41,900 \$41,900		Income exceeds poverty guidelines.
8	Helping Hands Tutoring Attn: Eric Bladzik	283 5th Avenue Manistee, MI 49660	290-054-00 250	2006	\$100 \$100	\$0 \$0		No business opened.
9	Karl H. Wagner Trust	554 Bryant Avenue Manistee, MI 49660	340-709-01 401	2006	\$85,600 \$60,891	\$83,200 \$58,834		Clerical error.
10	Barry & Barbara Baumann	552 Bryant Avenue Manistee, MI 49660	340-709-03 401	2006	\$44,600 \$44,600	\$47,100 \$47,100		Clerical error.
11	United States Marshall Service	101 W. Lombard St. Room 6115 Baltimore, MD 21201	360-026-00 401	2006	\$140,400 \$140,400	\$0 \$0		Clerical error.
12	Jon Hansen	526 2nd Street Manistee, MI 49660	364-705-09 401	2006	\$43,000 \$32,697	\$0 \$0		100% Poverty exemption granted.
14	Benchwarmers / Main Gate Attn: Daryl Goodman	1281 Meadow Wood Drive Manistee, MI 49660	390-014-10 250	2005	\$36,700 \$36,700	\$0 \$0		Clerical error.
15	Bay Wear / Color Wear of Manistee	334 River Street Manistee, MI 49660	490-249-00 250	2005	\$4,600 \$4,600	\$0 \$0		Out of business 12-31-04.

**BOARD OF REVIEW RECORD
ASSESSED & TAXABLE VALUE
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Petition #	Name	Mailing Address	Property # 51-51 Class Code	Assessment Year Protested	Assessed Value Taxable Value	BD of Review		Reason for Protest & Property Action
						Assessed Value	Taxable Value	
16	Alex Doucett's Attn: Liz McClellan	385 River Street Manistee, MI 49660	490-273-00 250	2006	\$2,300 \$2,300	\$2,300 \$2,300		Board of Review cannot make an adjustment for a late filed Personal Property Statement.
17	180 Skateboard Shop Attn: Richard Morehouse	6072 E. Interlochen Road Fountain, MI 49410	490-315-00 250	2005	\$2,600 \$2,600	\$0 \$0		Out of business 12-31-04.
18	Glenn Patrick Davis	339 Second Street Manistee, MI 49660	574-707-05 401	2006	\$49,300 \$34,889	\$0 \$0		100% Poverty exemption granted.
25	Nevada Pacific International	525 Maple Street Manistee, MI 49660	690-073-00 250	2006	\$500 \$500	\$0 \$0		Out of business 12-31-05.
26	Jenny Melchert	904 Ramsdell Street Manistee, MI 49660	748-739-03 401	2006	\$32,800 \$26,189	\$0 \$0		100% Poverty exemption granted.

**BOARD OF REVIEW RECORD
NON VALUATION APPEALS
FOR JULY 18, 2006**

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Petition #	Name	Mailing Address	Property # 51-51 Class Code	Assessment Year Protested	Reason for Protest & Property Action
6	Steve Helminiak	273 5th Avenue Manistee, MI 49660	211-102-10 401	2006	100% Homeowner's Principal Residence Exemption granted.
13	Carolyn M. McGannon	304 Pine Street Manistee, MI 49660	374-719-01 401	2006	100% Homeowner's Principal Residence Exemption granted.
19	Donald & Phyllis Shively Trust	276 7th Street Manistee, MI 49660	656-704-05 401	2005	100% Homeowner's Principal Residence Exemption granted.
20	Donald & Phyllis Shively Trust	276 7th Street Manistee, MI 49660	664-702-09 401	2005	Rescinded Homeowner's Principal Residence Exemption.
21	Ronald Rozga	262 11th Street Manistee, MI 49660	662-706-09 401	2003	100% Homeowner's Principal Residence Exemption granted.
22	Ronald Rozga	262 11th Street Manistee, MI 49660	662-706-09 401	2004	100% Homeowner's Principal Residence Exemption granted.
23	Ronald Rozga	262 11th Street Manistee, MI 49660	662-706-09 401	2005	100% Homeowner's Principal Residence Exemption granted.
24	Ronald Rozga	262 11th Street Manistee, MI 49660	662-706-09 401	2006	100% Homeowner's Principal Residence Exemption granted.
27	Douglas Leigh Mott	179 Eighth Street Manistee, MI 49660	748-725-02 401	2006	53% Homeowner's Principal Residence Exemption granted.