



**STATE ASSESSORS BOARD
REGULAR MEETING MINUTES OF MARCH 20, 2009
State Treasurers' Board Room, Richard H. Austin Building
430 West Allegan Street, Lansing, Michigan**

CALL TO ORDER: The March 20, 2009 meeting of the State Assessors Board was called to order at 9:30 a.m. in the State Treasurers' Board Room in the Richard H. Austin Building, 430 West Allegan Street, Lansing, Michigan.

ROLL CALL: Members present: Lisa A. Hobart, Chairperson
Raman A. Patel, Vice Chairperson
Allan J. Berg, Member
Frederick W. Morgan, Member

Member absent: Henry O. Allen, Member (excused)

Staff present: David C. Lee, Executive Secretary

APPROVAL OF MINUTES: It was moved by Morgan, seconded by Patel, and unanimously approved to adopt the regular meeting minutes of the February 13, 2009 meeting of the State Assessors Board as presented.

PUBLIC COMMENT: There was no public comment.

FINANCIAL REPORTS: It was moved by Morgan, seconded by Patel, and unanimously approved to receive and file revised fiscal year 2008 financial reports, fiscal year 2008 year end financial reports, and fiscal year 2009 financial reports relating to State Assessors Board operations.

EDUCATIONAL PROGRAMS:

1. It was moved by Patel, seconded by Morgan, and unanimously approved to approve the program materials for the mandatory six-hour renewal program titled "Land Values, Land Value Maps, and Economic Condition Factors" for the 2008-2011 renewal periods and to authorize the Executive Secretary to modify the program materials as needed.

2. It was moved by Berg, seconded by Morgan, and unanimously approved to approve three hours of elective educational renewal credit for a seminar titled "GIS and Mapping for Improved Tax Management".

3. It was moved by Patel, seconded by Berg, and unanimously approved to approve three hours of elective educational renewal credit for a Board of Review training session held by the Northeast Michigan Assessors Association.

4. It was moved by Patel, seconded by Morgan, and unanimously approved to approve six hours of elective educational renewal credit for a 14-point review presentation by Mr. Richard Watza, Assessment and Certification Division District 8 Supervisor.

5. It was moved by Morgan, seconded by Patel, and unanimously approved to approve three hours of elective educational renewal credit for an Appraisal Institute seminar titled “Spotlight: The New Residential Market Conditions Form”.

6. The concept of “mini quizzes” as an educational tool was discussed by the Board.

7. It was moved by Patel, seconded by Morgan, and unanimously approved to postpone implementation of a pilot project for demonstration narrative appraisal grading.

8. It was moved by Patel, seconded by Morgan, and unanimously approved to approve six hours of elective educational renewal credit for a program titled “FHA/HUD Update 2009”.

CERTIFICATION LEVEL MATTERS: It was moved by Morgan, seconded by Patel, and unanimously approved to grant the certification reinstatement requests of Ms. Tiffany Davenport, Mr. Paul T. Pascoe, and Ms. Kristen E. Steger for 2009 contingent upon Ms. Davenport, Mr. Pascoe, and Ms. Steger paying the same penalties that are prescribed in the Board’s late renewal session completions policy/procedure and contingent upon proof that they met the 2007-2008 renewal requirements.

CERTIFICATION APPLICANTS:

1. It was moved by Berg, seconded by Morgan, and unanimously approved to grant formal approval to the list of certification applicants provided to the Board. The list of certification applicants which was approved by the Board and the certification totals presented to the Board were as follows:

**Certification Applicants
March 6, 2009**

Level 1

Bolles, Daniel L.
Dennis, Chandra
Gordon, Laurie

Hartwell, Cheryl L.
Moya, Wendy
Sammut, Deanna

Schmidt, Felicia M.
Schnicke, Melissa
Willett, Vernon D.

Level 2

Dugger, Courtney E.
Gordon, Laurie

Hampton, Stanley J.
Jackson, Jamila

King, Glenda
Zemla, Jr., Richard F.

Level 3

Rogers, Keribeth R.

Conditional

Gherna, Kevin
Hitz, Dena
Mattson, Kim M.
Sadro, Edwin

Certification Totals
March 6, 2009

| | |
|--------------|--------------|
| Level 1 | 552 |
| Level 2 | 949 |
| Level 3 | 897 |
| Level 4 | <u>147</u> |
| Total | 2,545 |

2. It was moved by Morgan, seconded by Patel, and unanimously approved to deny the conditional certification request of Deerfield Township, Lapeer County.

FIRST CLOSED MEETING: A closed meeting was permissible under the Open Meetings Act, Michigan Compiled Law (MCL) 15.268(h). A motion was made by Morgan and seconded by Patel to go into closed session. A roll call vote occurred: Hobart—yes, Patel—yes, Berg—yes, and Morgan—yes. The motion was unanimously approved.

A closed session was held for the following items:

1. Discussion of the closed meeting minutes from February 13, 2009
2. Discussion of an official order of probation relating to revocation petition 08-0029
3. Discussion of an official revocation order relating to revocation petition 08-0040
4. Formal revocation hearing for revocation petition 08-0036

A motion was made by Morgan and seconded by Patel to return to open session. A roll call vote occurred: Hobart—yes, Patel—yes, Berg—yes, and Morgan—yes. The motion was unanimously approved.

FORMAL REVOCATION HEARING: A formal revocation hearing was held for Mr. James A. Weburg, the assessing officer named in revocation petition 09-0008. Mr. Weburg was not present for the hearing and, based on legal advice, the formal revocation hearing was therefore held in open session. The entire revocation file was made part of the permanent record and the allegations against Mr. Weburg were read for the record and discussed. A motion was made by Patel, seconded by Morgan, and unanimously approved to find Mr. Weburg guilty of the allegations and, since Mr. Weburg had not renewed his certification for 2009, to prevent Mr. Weburg from becoming certified again.

SECOND CLOSED MEETING: A closed meeting was permissible under the Open Meetings Act, MCL 15.268(h). A motion was made by Morgan and seconded by Patel to go into closed session. A roll call vote occurred: Hobart—yes, Patel—yes, Berg—yes, and Morgan—yes. The motion was unanimously approved.

A closed session was held for the following items:

1. Discussion of revocation petition 09-0007
2. Discussion of revocation petition 09-0012

3. Discussion of revocation petition 09-0013
4. Discussion of an assessing practices matter
5. Discussion of the Uniform Standards of Professional Appraisal Practice (USPAP) renewal quiz
6. Discussion of the Land Values, Land Value Maps, and Economic Condition Factors renewal quiz

A motion was made by Morgan and seconded by Patel to return to open session. A roll call vote occurred: Hobart—yes, Patel—yes, Berg—yes, and Morgan—yes. The motion was unanimously approved.

OPEN MEETING ACTIONS ON CLOSED MEETING ITEMS:

1. It was moved by Morgan, seconded by Berg, and unanimously approved to approve the closed meeting minutes of February 13, 2009 as presented.
2. It was moved by Morgan, seconded by Berg, and unanimously approved to approve the official order of probation as presented for revocation petition 08-0029.
3. It was moved by Morgan, seconded by Berg, and unanimously approved to approve the official revocation order as presented for revocation petition 08-0040.
4. It was moved by Morgan, seconded by Berg, and unanimously approved to revoke the certification of the assessing officer named in revocation petition 08-0036.
5. It was moved by Patel, seconded by Morgan, and unanimously approved to dismiss revocation petition 09-0007, with the letter of dismissal to note the importance of responding to Michigan Tax Tribunal appeals.
6. It was moved by Morgan, seconded by Patel, and unanimously approved to ask the assessing officer named in revocation petition 09-0012 to respond in writing to the allegations contained in the petition.
7. It was moved by Berg, seconded by Patel, and unanimously approved to dismiss revocation petition 09-0013.
8. It was moved by Berg, seconded by Patel, and unanimously approved to commence a revocation proceeding on the Board's own initiative with regard to the assessing practices matter starting on page P297 of the Board's March 20, 2009 closed meeting agenda packet and to hold an informal revocation hearing for the assessing officer involved.
9. It was moved by Patel, seconded by Berg, and unanimously approved to approve the Uniform Standards of Professional Appraisal Practice (USPAP) renewal quiz as presented and to authorize the Executive Secretary to modify the quiz as necessary.

10. It was moved by Patel, seconded by Berg, and unanimously approved to approve the Land Values, Land Value Maps, and Economic Condition Factors renewal quiz as presented and to authorize the Executive Secretary to modify the quiz as necessary.

OTHER BUSINESS:

1. It was moved by Morgan, seconded by Patel, and unanimously approved to adopt the revised 2009 State Assessors Board meeting schedule as presented.
2. Coverage of 2009 testing sites was discussed.
3. It was moved by Patel, seconded by Berg, and unanimously approved to table the proposed Revocation Proceedings Statute of Limitations policy/procedure for legal review.

CORRESPONDENCE: It was moved by Berg, seconded by Patel, and unanimously approved to deny the request of Mr. Robert L. Jones for a waiver of late fees related to renewal of his certification.

ANNOUNCEMENTS: The next meeting of the State Assessors Board is scheduled for April 28, 2009 at 9:30 a.m. in the State Treasurers' Board Room of the Richard H. Austin Building, 430 West Allegan Street, in Lansing.

ADJOURNMENT: It was moved by Morgan, seconded by Patel, and unanimously approved to adjourn the meeting. The meeting adjourned at 11:55 a.m.

Date minutes typed: March 23, 2009

Date minutes approved: 4-28-09



Lisa A. Hobart, Chairperson