



**STATE ASSESSORS BOARD
SPECIAL MEETING AGENDA**

June 15, 2009

**Richard H. Austin Building, State Treasurers' Board Room
430 West Allegan Street, Lansing, Michigan**

10:00 a.m. **Call to order**

Roll call

A. Approval of the regular meeting minutes of May 15, 2009 (tab 1; page 1)

B. Public comment

C. Financial reports

1. Communication from the Executive Secretary regarding State Assessors Board Fiscal Year 2009 financial reports for April 2009—information only (tab 2; page 5)

D. Educational programs

1. Communication from the Executive Secretary recommending that the Board approve the provision of State Assessors Board educational materials and services free of charge to the State Assessors Board Technician (tab 3; page 9)
2. Elective educational renewal credit request for an educational program titled "Fundamentals of Appraising for the Michigan Tax Tribunal"
 - a. Communication from the Executive Secretary recommending approval of the request (tab 4; page 11)
3. Communication from the Executive Secretary regarding upcoming examination scheduling changes—information only (tab 5; page 15)
4. Elective educational renewal credit request for an educational program titled "Gold Nuggets of Information for the Assessor"
 - a. Communication from the Executive Secretary recommending approval of the request (tab 6; page 17)
5. Elective educational renewal credit request for an educational program titled "Valuing Commercial Property in a Declining Market"
 - a. Communication from the Executive Secretary recommending approval of the request (tab 7; page 21)

6. Elective educational renewal credit request for an Oakland County Association of Assessing Officers educational program titled “Fundamentals of Valuing Personal Property”
 - a. Communication from the Executive Secretary recommending approval of the request (tab 8; page 29)
7. Elective educational renewal credit request for an Oakland County Association of Assessing Officers educational program titled “How to Spot a Business Appraisal in Tax Appeals”
 - a. Communication from the Executive Secretary recommending approval of the request (tab 9; page 33)
8. Elective educational renewal credit request for two educational programs, one titled “Appraisal for Ad Valorem Taxation of Communications, Energy and Transportation Properties” and the second titled “Public Utility Basic Appraisal Course”
 - a. Communication from the Executive Secretary recommending approval of the request (tab 10; page 37)
9. Level 3 experience qualification request
 - a. Communication from the Executive Secretary recommending approval of the request (tab 11; page 45)

E. Certification level matters

1. Inclusion of the value of DNR-PILT parcels in unit certification level requirements
2. 2009 certification reinstatement request from Mark Jenkins
 - a. Communication from the Executive Secretary recommending approval of the request (tab 12; page 55)
3. Huron County shared Equalization Director request
 - a. Communication from the Executive Secretary recommending approval of the request (tab 13; page 59)

F. Certification applicants

1. Communication from the Executive Secretary recommending formal approval of new assessing officer certifications (tab 14; page 63)

G. Closed meeting, permissible under Michigan Compiled Law 15.268(a) and 15.268(h)

1. Discussion of the closed meeting minutes from May 15, 2009 (tab 16; page P1)
2. Informal revocation hearing for revocation petition 09-0024 (tab 17; page P3)
3. Discussion of revocation petition 09-0011 (tab 18; page P57)
4. Discussion of revocation petition 09-0014 (tab 19; page P93)
5. Discussion of revocation petition 09-0015 (tab 20; page P189)
6. Discussion of revocation petition 09-0016 (tab 21; page P287)
7. Discussion of revocation petition 09-0019 (tab 22; page P385)
8. Discussion of revocation petition 09-0020 (tab 23; page P427)
9. Discussion of revocation petition 09-0023 (tab 24; page P455)
10. Discussion of revocation petition 09-0025 (tab 25; page P466)
11. Discussion of revocation petition 09-0026 (tab 26; page P482)
12. Discussion of revocation petition 09-0027 (tab 27; page P500)
13. Discussion of revocation petition 09-0028 (tab 28; page P514)
14. Discussion of a prior action to commence a revocation proceeding (tab 29; page P526)
15. Discussion of findings from the State Tax Commission's Reviews of Local Unit Assessment Administration Practices, Procedures and Records (i.e., "mini-reviews") (tab 30; page P538)
16. Discussion of May 1, 2009 testing site examination results (tab 31; page P586)
17. Discussion of a level 4 demonstration appraisal subject property request (second tab 1; page P590)

18. Discussion of a level 4 demonstration appraisal subject property request (second tab 2; page P600)

19. Discussion of narrative appraisal 194 (second tab 3; page P610)

20. Discussion of narrative appraisal 207 (second tab 4; page P612)

H. Resumption of open meeting and actions on closed meeting items

1. Closed meeting minutes from May 15, 2009 (tab 16; page P1)

2. Revocation petition 09-0024 (tab 17; page P3)

3. Revocation petition 09-0011 (tab 18; page P57)

4. Revocation petition 09-0014 (tab 19; page P93)

5. Revocation petition 09-0015 (tab 20; page P189)

6. Revocation petition 09-0016 (tab 21; page P287)

7. Revocation petition 09-0019 (tab 22; page P385)

8. Revocation petition 09-0020 (tab 23; page P427)

9. Revocation petition 09-0023 (tab 24; page P455)

10. Revocation petition 09-0025 (tab 25; page P466)

11. Revocation petition 09-0026 (tab 26; page P482)

12. Revocation petition 09-0027 (tab 27; page P500)

13. Revocation petition 09-0028 (tab 28; page P514)

14. A prior action to commence a revocation proceeding (tab 29; page P526)

15. Findings from the State Tax Commission's Reviews of Local Unit Assessment Administration Practices, Procedures and Records (i.e., "mini-reviews") (tab 30; page P538)

16. May 1, 2009 testing site examination results (tab 31; page P586)

17. A level 4 demonstration appraisal subject property request (second tab 1; page P590)

18. A level 4 demonstration appraisal subject property request (second tab 2; page P600)

19. Narrative appraisal 194 (second tab 3; page P610)

20. Narrative appraisal 207 (second tab 4; page P612)

I. Other business

1. Revocation Proceedings Statute of Limitations Policy
 - a. Communication from the Executive Secretary recommending adoption of the policy/procedure prescribing a time limit within which revocation proceedings may be instituted against an assessing officer (tab 15; page 65)

J. Announcements

Adjournment