



*SYLVAN TOWNSHIP*

**ANNUAL BOARD OF REVIEW MEETING MINUTES**

***APRIL 15, 2019***

**10:00 AM**

**Call to Order/Pledge of Allegiance/Roll Call:** Chair Booth called the meeting to order at 10:00 AM and the Pledge of Allegiance was said. Those present: Supervisors Greg Bennett, Yvette Adelman-Dullinger, Arlene Schmit and Greg Booth. Clerk/Treasurer Faith Broberg. Supervisor John Wulff has an excused absence. Sign-In Sheet attached.

**Cass County Officials,** Mark Peterson, Judy Dean from the Assessor's office.

**Purpose of the meeting** – to hear from those resident's present on their concerns, comments on assessed valuations of their parcels.

Explanation of Process for making an appeal:

Judy Dean first explained what the criteria is that the Assessors take into account when doing valuations on parcels.

The process for making an appeal is:

- Resident must make a written appeal or appear in person at the Board of Review meeting.
- If the resident does not agree with the decision at the Township level, they can make an appeal to the Cass County Commissioners.