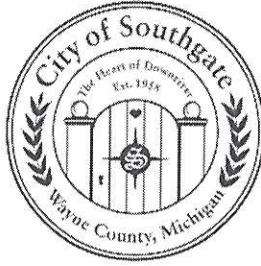


JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

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GREG KOWALSKY

Memorandum

To: Honorable City Council Members

From: Dan Marsh, City Administrator

Date: June 1, 2023

Re: Amend Board of Review Ordinance to Allow for Alternate Appointments to Board of Review

The Administration is recommending the creation of an ordinance Sec. 256.01 **Board of Review; Alternate members**. The appointment of alternate members is allowed under MCL 211.28, the General Property Tax Act Sec. 28. The establishment of alternate members will help ensure an uninterrupted Board of Review process in the event a regular member cannot participate. Below is the proposed addition to Sec. 256 of the City Code

256.01 Alternate members. The Mayor may appoint not more than two alternate members to the Board of Review for the same term as regular members.

(a) Each alternate member shall meet the all of the same qualifications as a regular member.

(b) Alternate member(s) shall be called to perform the duties of a regular member in the absence of any regular member.

With the terms of the current Board of Review members set to expire in June 2023, the Administration is requesting the second reading be waived.

PROPOSED MOTION: *To waive the second reading and establish Sec. 256.01 as stated allowing for the appointment of up to two (2) Alternate Board of Review members.*