

BOARD OF DETERMINATION
ROLE OF DRAIN COMMISSIONER

Pre-Hearing:

1. Confirm accuracy of Petition.
2. Secure Treasurer's Certificate.
3. Confirm District Boundary.
4. Appoint Members of Board of Determination.
5. Secure date, time and place of meeting of Board of Determination.
6. Prepare Notice of Meeting of Board of Determination.
7. Mail Notice of Meeting to all landowners, and municipalities in District; to County Clerk and MDOT at least 10 days before meeting.
8. Secure publication of Notice in newspaper at least 10 days before meeting.
9. Prepare Proof of Mailing and secure Proof of Publication.
10. Secure attendance of Court Reporter or Court Recorder.

At meeting of Board of Determination

1. Organize meeting room.
2. Provide Board of Determination with District maps, Petition and Agenda.
3. Call meeting to Order.
 - a. Introduce Board.
 - b. Introduce Court Reporter/Recorder.
 - c. Circulate attendance sheet.
 - d. Advise attendees of Right of Review.
4. Turn meeting over to the Board of Determination for election of Chairperson and Secretary.
5. Opening Remarks.
 - a. Read Petition.
 - b. Give District overview.
 - c. Give description of Drain and problems reported to Drain office.
6. During testimony by meeting attendees, address questions from Board of Determination.
7. Ensure that deliberations and decision of Board of Determination is in compliance with Open Meetings Act.
8. Secure signatures on Order of Necessity or No Necessity.
9. Advise attendees of Right of Review in Circuit Court within 10 days.