

**Charter Portage Township  
B.O.R. Organizational Meeting  
03/07/17**

**Who Present:** John Quinn, Abraham Romney, Linda Rulison & B. Petersen  
(Supervisor)

**When and Where:** Bruce Petersen called the meeting to order at 10:06 AM. The meeting was conducted in the Twp. Office located at 27240 Green Acres Road, Houghton, MI. 49931

**Discussion Points:**

- Officers were elected/appointed. The slate of candidates put forth and were universally approved were: John Quinn (Chairperson), Dave Wisti is the Alternate, Bruce Petersen (Acting Secretary).
- Reviewed Laura's notes that she shared with Linda Rulison and myself yesterday. Such things as what the BOR could and couldn't do, the forms used in the BOR process, meeting dates/times, etc.
- Reviewed the Assessment Role for 2017 – Looked at some random representative entries found within the role. Reviewed the summary sheet located at the beginning of the role. Linda Rulison motioned to accept, John Quinn made a 2<sup>nd</sup>, The 2017 Tax Role as presented to the BOR was formally accepted.
- The March BOR can only look at this year's taxable values/issues. The appeal procedure was reviewed and petition form 4035 must be completed when an appeal is tendered. Discussed other forms used in the BOR process.
- Discussed the State of Michigan's tax "fact sheet" that will be publicly available at the two upcoming BOR meetings and can be presently found on the Township's web-site.
- Gave Abraham Romney a copy of the MTA BOR Training Documents.
- It was motioned by Linda Rulison to limit presenters to 10 minutes during our meetings next week; this was seconded by Abraham Romney, the motion passed.
- The BOR will meet on 3-13-17 (Monday) from 9:00 to 3:00 PM and again on 3/16/17 (Thurs.) from 3:00 to 9:00 PM.

There was no public comment offered – Linda Rulison motioned and John Quinn seconded, the meeting adjourned at 11:20 AM

Respectfully Submitted;

Bruce Petersen  
Township Supervisor  
BOR Acting Secretary