

# Charter Township of Portage

## Draft Meeting Minutes

of

The Board of Review (Organizational Meeting)

03/07/2023

**Convened:** 10:00 A.M. at the Twp. with the Pledge of Allegiance

**Who Present:** Chuck Van Karsen (Chairperson), Linda Rulison (Bookkeeper), Dave Bach (Member) & Bruce Petersen (Secretary)

**Public Present:** None

**Discussion Items:**

- Approved Agenda with no changes.
- The Board voted to retain the same Board responsibilities – Chuck is the Chair and Linda is the Secretary.
- Reviewed the Assessment Roll as provided by the Assessor for such things as omitted property, calculation errors, etc. Checked to see that 010-205-042-00, Ken Hodges was now on the roll Dave first, Linda seconded to accept roll as presented.
- Established Rules of Procedure:
  - Set time limits: Petitioners – (10) minutes and public comment will be limited to (3) minutes.
  - 1 parcel per petition (4035), signed by property owner.
  - PRE's are now longer considered – No petition number will be assigned if presented.
  - All public attendees must sign-in.
  - Each B.O.R. member now has an individual "note keeping page" for each petition.
  - Procedural page will be displayed on the front table. (See attached forms)
- Chuck was nominated and elected Chairperson, Bruce was nominated and elected as the Secretary.
- A copy of the Poverty Exemption Form was located in the B.O.R. Binder.
- Changes to the B.O.R. rolls will be written in to the handbook after actions on those changes has taken place.

There were no other legal/required B.O.R. matters. The next meetings will be March 14<sup>th</sup> from 9:00 A.M. to 3:00 P.M. (Early Meeting) at the Doelle Center.

**Recessed:** Chuck first, Linda Seconded until 9:01 P.M. on the 14<sup>th</sup> at the Doelle Senior Center.

Respectfully Submitted:

Bruce Petersen  
Secretary