



**Charter Township of Portage
47240 Green Acres Rd. Houghton MI 49931
Board of Review
Meeting Minutes
March 4th, 2025 10:00am**

Organizational Meeting

- 1. Call to Order/Pledge of Allegiance**
 - a. Called to order at 9:57am by Mike**
- 2. In Attendance**
 - a. In Attendance are Mike, Connie, Karen, and Rebecca**
- 3. Additions or Changes to the Meeting Agenda/Approval of the Agenda**
 - a. Add Public comment as #5 on the agenda**
- 4. Approval of Previous Meeting Minutes Motion by Connie Second by Mike**
- 5. Public Comment – No Public in Attendance**
- 6. Receive and Accept the Assessment roll and perform Statutory Duties:**
 - a. Examine the Assessment Roll – Examined the 2024 roll and made sure all changes were updated in 2025 roll Mike and Connie**
 - b. Correct description or calculation errors – None**
 - c. Add omitted property – None**
 - d. Eliminate double assessed property – None**

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MI Tax Exempt Number: 38-600-6265

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7. Set a time limit for appeals – 10 Minutes
8. Establish rules of procedure – Motion by connie to sign the roll, Second by Mike.
9. Elect chairperson, and as necessary a secretary
 - a. Mike Continuing as Chairperson
 - b. Brandon Continuing as Secretary
10. Elect person to write changes made as a result of petitions onto the Assessment Roll. Connie will make the changes on the roll.
11. If not in Binder, obtain a copy of the Poverty Exemption Application from the clerk. Rebecca will get for March Meetings
12. Act on any other legally allowed/required Board of Review matters. – None
13. Meeting Adjournment: Meeting adjourned by Mike at 11:02am

Respectfully Submitted
Brandon Scholie – Secretary 3/4/2025

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