



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

**Organizational Meeting**

1. Call to Order/Pledge of Allegiance
2. In Attendance
3. Additions or Changes to the Meeting Agenda/Approval of the Agenda
4. Approval of Previous Meeting Minutes
5. Receive and Accept the Assessment roll and perform Statutory Duties:
  - a. Examine the Assessment Roll
  - b. Correct description or calculation errors
  - c. Add omitted property
  - d. Eliminate double assessed property
6. Set a time limit for appeals
7. Establish rules of procedure
8. Elect chairperson, and as necessary a secretary
9. Elect person to write changes made as a result of petitions onto the Assessment Roll.
10. If not in Binder, obtain a copy of the Poverty Exemption Application from the clerk.
11. Act on any other legally allowed/required Board of Review matters
12. Meeting Adjournment

47240 Green Acres Rd. Houghton, Michigan 49931

Phone: (906) 482-4310 Fax: (906) 482-4942

MI Tax Exempt Number: 38-600-6265

*The Charter Township of Portage is an Equal Opportunity Provider and Employer*