

**City of Portage
Board of Review
Organizational Meeting
Session Agenda – March 5, 2023, 8:30 am**

- 1. Call to order** – by the City Assessor/Board Secretary.
- 2. Oath of Office**—Administered by City Clerk to members.
- 3. Motion to excuse** –
- 4. Determination of quorum.**
- 5. Public comment period.**
Public comment is limited to three minutes per person.
Person should state their name and address prior to beginning comment.
- 6. Election of 2024 Board Chair;** Assumption of Chair by person elected. -- ***Recommended Action:*** Elect Chair after call for nominations by the Secretary. A nomination does not require a second, but the nominee may decline.
- 7. Selection of Vice Chair of Board**-- ***Recommended Action:*** MOTION to appoint *<mover's choice>* as Vice Chair of the Board for 2024.
- 8. Introduction of Assessor's staff to the Board.**
- 9. Presentation of the 2024 Assessment Rolls by the City Assessor**
- 10. Scheduling of March sessions, determination of 3-member panels, and duties of the officers.** ***Recommended Action:*** MOTION to do the following:
 - a. The Board confirms the Chair's assignment of three-member panels and the date and time scheduling for the various March sessions,
 - b. The Board conveys authority for each panel to decide the matters brought before it, to establish a two-person quorum for each three-member panel, to allow the Chair to make any necessary substitutions of panel assignments.
 - c. The Chair shall convene any additional panels as necessary due to volume of taxpayer requests and may cancel any sessions for which there would be no matters to be considered.
 - d. The Vice Chair of the Board shall act as Chair in the absence or unavailability of the Chair and shall become the Chair in the event of vacancy. The Chair shall fill a vacancy in the position of Vice Chair by appointment of any other member. The Secretary shall record such vacancies and appointments in the official records of the Board.
- 11. General Orientation, Information, State Bulletins, Resources and Training.**
- 12. Correspondence.**
- 13. Session adjournment.**