

## **BOARD OF REVIEW MEETING**

**October 26, 2022 at 4:00pm**

**LOCATION: Village Hall, 130 N Chestnut Street, Lower Level Boardroom (east rear entrance)**

**Members present: Trustee Dale Hines, Trustee Andrew Borner, President Becky Beissel**

**Others present: Assessors Adam Kremer and Mark Garlick, Administrator/Clerk-Treasurer Brad Roy**

### **MINUTES**

**Call meeting to order:** D. Hines called the meeting to order at 4pm.

**Roll call taken.** Trustees D. Hines, Borner and President Beissel present.

**Confirmation of appropriate Board of Review and Open Meeting notices:** Confirmed by Administrator/Clerk-Treasurer Roy.

**Verify that a member has met the mandatory training requirements:** President Beissel and Trustee Borner completed the mandatory training.

**Verify that the Village has an ordinance for the confidentiality of income and expense information provided to the assessor under state law sec. 70.47(7)(af):** Ordinance 652, adopted 6/6/16

**Finding and summary of Annual Assessment Report by Assessor's Office:** Confirmed by Adam Kremer

**Receipt of the Assessment Roll by clerk from the Assessor:** Administrator/Clerk-Treasurer Roy in receipt of the roll from the County.

**Receive the Assessment roll and sworn statements by the clerk:** No sworn statements received.

**Review the Assessment Roll and Perform Statutory Duties**

- Examine the roll,

- Correct description or calculation errors,

- Add omitted property

- Eliminate double assessed property.

**Certify all corrections of error under state law (sec. 70.43, Wis. Stats.):** No corrections of error.

**Verify with the assessor that open book changes are included in the assessment roll:** 1 change was made and included.

**Allow taxpayers to examine assessment data:** No taxpayers attended the meeting.

**During the first two hours, consideration of:**

- Waivers of the required 48-hour notice of intent to file an objection when there is good cause,

- Requests for waiver of the BOR hearing allowing the property owner an appeal directly to circuit court,

- Requests to testify by telephone or submit sworn written statement,

- Subpoena requests, and Act on any other legally allowed/required Board of Review matters

No concerned property owners in attended the meeting.

**Review notices of Intent to File Objection:** No notices were filed.

**Consider/act on scheduling additional Board of Review date(s):** No action was taken.

**Adjournment:** MSC Beissel/Borner to adjourn the 2022 board of Review. (6pm) **Unanimous.**

**Respectfully submitted by Brad Roy, Administrator/Clerk-Treasurer**