

## **BOARD OF REVIEW MEETING**

**May 10, 2023 at 4:00pm**

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

**Members present: Trustee Laurie Neeley, Trustee Andrew Borner, Trustee Tony Hines**

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

### **MINUTES**

- 1. Call meeting to order:** Meeting to order at 4pm.
- 2. Roll call taken.** Trustees Hines, Borner and Neeley present.
- 3. Select Chairperson for BOR.** MSC Neeley/Hines to select Borner as Chair. **Unanimous.**
- 4. Select Vice-chairperson for BOR.** MSC Borner/Hines to select Neeley as Vice-Chair. **Unanimous.**
- 5. Confirmation of appropriate Board of Review and Open Meeting notices:** Confirmed by Administrator/Clerk-Treasurer Roy.
- 6. Verify that a member has met the mandatory training requirements:** Trustee Neeley completed the mandatory training.
- 7. 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
- 8. Finding and summary of Annual Assessment Report by Assessor's Office:** Confirmed by Adam Kremer
- 9. Receipt of the Assessment Roll by clerk from the Assessor:** Administrator/Clerk-Treasurer Roy in receipt of the roll from the County.
- 10. Receive the Assessment roll and sworn statements by the clerk:** No sworn statements received.
- 11. Review the Assessment Roll and Perform Statutory Duties**
- 12.** Examine the roll,
- 13.** Correct description or calculation errors,
- 14.** Add omitted property
- 15.** Eliminate double assessed property.
- 16. Certify all corrections of error under state law (sec. 70.43, Wis. Stats.):** No corrections of error.
- 17. Verify with the assessor that open book changes are included in the assessment roll:** No Open Book changes were made.
- 18. Allow taxpayers to examine assessment data:** No taxpayers attended the meeting.
- 19. During the first two hours, consideration of:**
- 20.** Waivers of the required 48-hour notice of intent to file an objection when there is good cause,
- 21.** Requests for waiver of the BOR hearing allowing the property owner an appeal directly to circuit court,
- 22.** Requests to testify by telephone or submit sworn written statement,
- 23.** Subpoena requests, and Act on any other legally allowed/required Board of Review matters
- 24.** No concerned property owners attended the meeting.
- 25. Review notices of Intent to File Objection:** No notices were filed.
- 26. Consider/act on scheduling additional Board of Review date(s):** No action was taken.
- 27. Adjournment:** MSC Neeley/Hines to adjourn the 2023 board of Review. (6pm) **Unanimous.**

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