



MEETING MINUTES – BOARD OF REVIEW

Date/Time: Thursday, May 31, 2023 (8:00 A.M.)

Location: Village Office, 2990 South Pine Tree Road

1. Call to order/Roll Call:

The meeting was called to order by Rich Heidel at 8:06am. Rich Heidel, David Dillenburg, Vanya Koepke, and Tammy Zittlow were present. Tim Carpenter was excused.

2. Certification of the open meeting law agenda requirements and approval of the agenda:

Motion by Rich Heidel, seconded by Vanya Koepke, to approve the agenda as presented. The motion passed unanimously.

3. Approval of Minutes:

Motion by Rich Heidel, seconded by Dave Dillenburg, to approve the modified minutes of June 2, 2022 to show that Tammy Zittlow was not present, but was excused. Tammy Zittlow abstained from the vote. The motion passed unanimously by the rest of the members.

4. Confirmation of Appropriate BOR and Open Meeting Notices:

Deputy Clerk - Treasurer, Erica Berger, confirmed with the Board that the appropriate legal noticed was published in the Press Times on May 5, 2023.

5. Select a Chairperson and Vice-Chairperson:

Nomination for Rich Heidel to chair the Board of Review made by Dave Dillenburg, seconded by Tammy Zittlow. The nomination passed unanimously.

Vote for Rich Heidel to chair the Board of Review made by Dave Dillenburg, seconded by Tammy Zittlow.

The vote passed unanimously.

Nomination for Dave Dillenburg to vice-chair the Board of Review made by Tammy Zittlow, seconded by Vanya Koepke.

The nomination passed unanimously.

Vote for Dave Dillenburg to Vice-Chair the Board of Review made by Tammy Zittlow, seconded by Vanya Koepke.

The vote passed unanimously.

6. Verification of BOR Training Requirements:

Deputy Clerk-Treasurer, Erica Berger, confirmed that Dave Dillenburg has taken the required training course and the appropriate affidavit has been filed with the Department of Revenue.

7. Verify the Village's Confidentiality Ordinance:

Deputy Clerk-Treasurer, Erica Berger, provided the Board with a copy of ordinance 54-4: Confidentiality of Income and Expense Information that was given to the Assessor under Wis. Stat. § 70.47 (7) (af).

8. Adoption of Policy for Sworn Testimony:

Motion by Rich Heidel, seconded by Tammy Zittlow, to adopt the Policy on Procedure for Sworn Telephone or Sworn Written Testimony Requests as presented. The motion passed unanimously.

9. Adoption of Policy for Waiver of BOR Hearing Requests:

Motion by Rich Heidel, seconded by Tammy Zittlow, to adopt the Policy on Procedure for Waiver of Board of Review Hearing Requests as presented. The motion passed unanimously.

10. Filing and Summary of Annual Assessment Report by the Assessor's Office:

Not Applicable.

11. Receipt of the Assessment Roll and Sworn Statements by the Clerk:

Paul Denor provided Clerk -Treasurer, Katrina Bruecker, with the assessment roll and the signed affidavit. Katrina Bruecker counter-signed the affidavit. Motion by Rich Heidel, seconded by Vanya Koepke to receive and place on file.

12. Verify with the Assessor that Open Book Changes are Included in the Assessment Roll:

Paul Denor confirmed that all changes from the Open Book session have been included in the assessment roll provided.

13. Review the Assessment Roll and Perform Statutory Duties:

a) Examine the Roll:

The Board of Review took time to review the assessment roll.

b) Correct Description or Calculation Errors:

None.

c) Eliminate Double Assessed Property:

None.

14. Certify All Corrections of Error Under Wis. Stat. §70.43:

No errors to be corrected.

15. Allow Taxpayers to Examine Assessment Data:

No taxpayers requested to view the data.

16. Consideration of the Following:

a) Waivers of the Required 48-hour Notice of Intent to File an Objection when there is Good Cause:

None.

b) Requests for Waiver of the BOR Hearing Allowing the Property Owner an Appeal Directly to the Circuit Court:

None.

c) Requests to Testify by Telephone or Submit a Sworn Written Statement:

None.

d) Subpoena Requests:

None.

e) Act on Any Other Legally Allowed or Required BOR Matters:

None.

17. Review Notices of Intent to File Objection:

None.

18. Hear Objections:

None.

19. Schedule Additional BOR Dates:

Not Necessary.

20. Adjourn:

Motion by Dave Dillenburg, second by Vanya Koepke, to adjourn at 10:09 am. The motion passed unanimously.