



## MEETING MINUTES – BOARD OF REVIEW

**Date/Time:** Thursday, June 2, 2022 (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 8:04am. Rich Heidel, David Dillenburg, Vanya Koepke were present. Tammy Zittlow and Tim Carpenter were excused.

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

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

**3. Approval of Minutes:**

Motion by Dave Dillenburg, second by Vanya Koepke, to approve the minutes of September 2, 2021 as presented. The motion passed unanimously.

**4. Confirmation of Appropriate BOR and Open Meeting Notices:**

Clerk Treasurer, Erica Berger, confirmed with the Board that the appropriate legal noticed was published in the Press Times on May 6, 2022.

**5. Select a Chairperson and Vice-Chairperson:**

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

Nomination for Dave Dillenburg to vice-chair the Board of Review made by Rich Heidel, seconded by Vanya Koepke. The nomination passed unanimously.

**6. Verification of BOR Training Requirements:**

Clerk-Treasurer, Erica Berger, confirmed that Tammy Zittlow and Vanya Koepke have taking the required training course and the appropriate affidavits have been filed with the Department of Revenue.

**7. Verify the Village's Confidentiality Ordinance:**

Clerk-Treasurer, Erica Berger, provided the Board with a copy of ordinance 54-4: Confidentiality of Income and Expense Information.

**8. Adoption of Policy for Sworn Testimony:**

Motion by Dave Dillenburg, second by Vanya Koepke, 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, second by Vanya Koepke, 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 Erica Berger with the assessment roll and the signed affidavit. Erica Berger counter-signed the affidavit.

**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 10:02 am. The motion passed unanimously.