

MINUTES OF THE **BOARD OF REVIEW**
Virtual Meeting, Village of Butler

June 21, 2022

Minutes not formally approved until the next Board of Review Meeting.

The meeting was called to order at 3:30 PM.

ROLL CALL

Present: Village President Patricia Tiarks, Trustee Paul Kasdorf, and Village
Administrator/Clerk Kayla Thorpe
Absent: Village Assessor Perry Nell

NEW BUSINESS

- (A) Confirmation of appropriate Board of Review and Open Meeting notices

Administrator Thorpe confirmed that the required Board of Review and Open Meeting Notices had been posted.

- (B) Select a Chairperson and Vice-Chairperson.

Trustee Kasdorf was nominated as Chairperson and Village President Tiarks was nominated as Vice-Chairperson.

- (C) Verify that a member has met the mandatory training requirements.

Administrator Thorpe confirmed member training requirements.

- (D) Consideration of Minutes from the May 17, 2022 meeting.

Motion by Tiarks, second by Kasdorf to approve the Board of Review meeting minutes from May 17, 2022. Motion carried unanimously.

- (E) Filing and Summary of the Annual Assessment Report by the Village Assessor.

Administrator Thorpe provided a review of the report and confirmation of filing.

- (F) Receive the Assessment Roll and sworn statements from the Clerk.

Assessment Roll received by Administrator Thorpe. The Assessor's Affidavit was completed and signed. There were no sworn statements.

- (G) Review the Assessment Roll and Perform Statutory Duties:

- a. Examine the roll,
- b. Correct description or calculation errors,
- c. Add omitted property, and
- d. Eliminate double assessed property

The Board of Review members completed their review of the 2022 Assessment Roll.

- (H) Discussion and possible action to certify all corrections of error under state law (Wis.Stats. §70.43).

There were no errors or omitted taxes presented for consideration.

- (I) Discussion and possible action to verify with the Assessor that open book changes are included in the assessment roll.

Administrator Thorpe verified that Open Book changes are included in the 2022 Assessment Roll that was presented to the Administrator/Clerk.

- (J) Allow taxpayers to examine the assessment data.

There were no taxpayers present who asked to examine the assessment data.

- (K) During the first two hours, consideration of:
- a. Waivers of the required 48-hour notice of intent to file an objection when there is good cause,
 - b. Requests for BOR hearing waiver to allow the property owner an appeal directly to circuit court,
 - c. Requests to testify by telephone or submit sworn written statement,
 - d. Subpoena requests, and
 - e. Act on any other legally allowed/required Board of Review matters

There were no waivers to consider, requests to testify via telephone or written statements submitted, or subpoena requests to act upon.

- (L) Review Notices of Intent to File Objection.

Administrator Thorpe noted that there were no Notice of Intent filed.

- (M) Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date.

None.

- (N) Consideration of possible dates of hearings for future meetings of 2022 Board of Review.

No action taken.

ADJOURNMENT

Motion by Kasdorf, second by Tiarks to adjourn off record. Motion carried unanimously. The

meeting went off record at 3:33 p.m.

Back on record @ 5:30pm.

Motion by Kasdorf, second by Tiarks to adjourn @ 5:30pm. Motion carried unanimously.

Submitted By:

Kayla Thorpe
Village Administrator