

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 Paul Kasdorf, Trustee Patricia Tiarks, Assistant Village Administrator Benjamin Hubrich, and Village Assessor Perry Nell

NEW BUSINESS

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

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

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

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

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

Assistant Administrator Hubrich confirmed member training requirements.

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

Non-reval year. 2023 is a maintenance year; Assessor Nell reviewed this year's numbers.

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

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

- (F) 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 2023 Assessment Roll.

- (G) 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.

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

Assistant Administrator Hubrich verified that Open Book changes are included in the 2023 Assessment Roll that was presented to the Administrator/Clerk.

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

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

- (J) 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.

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

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

None.

- (M) Consideration of possible dates of hearings for future meetings of 2023 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 3:37 p.m.

Back on record @ 5:30pm.

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

Submitted By:

Ben Hubrich
Assistant Village Administrator