



**BOARD OF REVIEW REGULAR
WEDNESDAY, AUGUST 18, 2021 – 4:00 PM
CITY HALL - 3RD FLOOR COUNCIL CHAMBERS**

MINUTES

1. Call Board of Review (BOR) to Order

The meeting was called to order by Chairperson Bill LeClair at 4:00 p.m.

2. Roll Call by City Clerk

Board of Review Members: Chairperson Bill LeClair, Vice-Chairperson Jay Remiker, Councilmember Bonnie Shimulunas, City Manager Greg Buckley, City Clerk Jamie Jackson

Also Present: City Assessor Sally Vanderveren

3. Confirmation of appropriate BOR and Open Meetings notices

A joint Open Book and Notice of the Two-Hour Meeting of the Board of Review was published in the Herald Times Reporter on July 20, 2021. The notice was also posted at City Hall, the J.E. Hamilton Community House, and the Lester Public Library on July 16, 2021.

4. Verify that at least one BOR member has met the mandatory training requirements

Vice-Chairperson Jay Remiker and City Clerk Jamie Jackson completed the Board of Review training. The training affidavit was filed with the Wisconsin Department of Revenue on August 17, 2021.

5. Verify that the City has an ordinance for the confidentiality of income and expense information provided to the Assessor under state law (Wis. Stat. 70.47(7)(af))

A copy of the City's ordinance (Municipal Code Section 2-5-4) relating to the confidentiality of income and expense information provided to the Assessor under state law was included in the packet.

6. Review of new laws

Beginning in 2022, at least one member of the Board of Review must complete the Board of Review training each year. A copy of 2021 Wisconsin Act 1 detailing this change was provided to Board members.

7. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony

Bonnie Shimulunas moved, seconded by Jay Remiker, to approve a policy regarding the procedure

for sworn telephone testimony and sworn written testimony. Motion carried unanimously by voice vote.

8. Adoption of policy regarding the procedure for waiver of BOR hearing requests

Bonnie Shimulunas moved, seconded by Jay Remiker, to approve a policy regarding the procedure waiver of Board of Review hearing requests. Motion carried unanimously by voice vote.

9. Filing and summary of Annual Assessment Report by Assessor's Office

The Assessor shared the Annual Assessment Report.

10. Receipt of the Assessment Roll by the Clerk from the Assessor

The Assessment Roll was provided to the Clerk and the Assessor's Affidavit was signed acknowledging receipt of the Assessment Roll.

11. Receive the Assessment Roll and sworn statements from the Clerk

The Assessment Roll was made available to the remaining members of the Board of Review.

12. Review the Assessment Roll and perform statutory duties:

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

The Assessment Roll was available for members of the Board of Review to examine. Per the Assessor, there were no incorrect descriptions or calculation errors, no omitted property to be added, and no double assessed properties.

13. Discussion/Action - Certify all corrections of error under state law (Wis. Stat. 70.43)

No action taken as there were no errors to be corrected.

14. Discussion/Action - Verify with the Assessor that open book changes are included in the Assessment Roll

The Assessor indicated that there were 767 Notices of Changed Assessment mailed. She received 31 inquiries and any changes as a result of those inquiries were incorporated in the final Assessment Roll.

15. Allow taxpayers to examine assessment data

There were no taxpayers present wishing to examine the assessment data.

16. 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 waiver of the BOR hearing allowing the property owner an appeal directly to the circuit court,
- c. Requests to testify by telephone or submit a sworn written statement,

- d. Subpeona requests, and**
- e. Act on any other legally allowed or required BOR matters**

The Clerk informed the members of the Board of Review that she received no waivers of the required 48-hour notice of intent to file an objection, no requests for waiver of the BOR hearing to allow the property owner an appeal directly to the circuit court, no requests to testify by telephone or sworn written statement, and no subpoena requests.

17. Review Notices of Intent to File Objection

The Clerk informed the members of the Board of Review that there were Notices of Intent to File Objection received by Monday at 4:00 p.m. There were also no Notices of Intent to File Objection received after the deadline.

18. Proceed to hear objections, if any and if proper notice/waivers given, unless scheduled for another date

There were no hearings.

19. Consider/act on scheduling additional BOR date(s)

No additional dates are needed for the 2021 Board of Review.

20. Adjourn (to future date if necessary)

Jay Remiker moved, seconded by Bonnie Shimulunas, to adjourn the meeting at 6:00 p.m. Motion carried unanimously by voice vote.

Jamie Jackson
City Clerk