

Board of Review
Monday, May 23rd, 2022
5:00 p.m. at City Hall

Members Present: Cheryl Braun, Kay Marose, John Schuster, Mayor Dan Wegener, Meagan Buchda- Clerk Treasurer

Also Present: Nick Marcks – Bowmar Appraisal, Inc.

Board of Review was called to order at 5:00 p.m., and roll call was taken.

Confirmation of Appropriate BOR and Open Meetings Notices

The Clerk stated the Open Book notice was published in the Beaver Dam Daily Citizen on April 14th, 2022 and was posted in the three customary places in the City.

Board of Review notice was published in the Beaver Dam Daily Citizen on April 14th, 2022 and was posted in the three customary places in the city plus the city hall door, more than 15 days prior to the meeting.

Election of Chairman

Braun/Schuster to nominate Kay Marose as Chairman.

Buchda asked 3 times for additional nominations.

Braun/Schuster moved to cast a unanimous ballot. Motion passed.

Kay Marose assumed the Chairman position.

Election of Vice Chairman

Braun/Marose to nominate John Schuster as Vice Chairman.

Buchda asked 3 times for additional nominations.

Braun/Marose moved to cast a unanimous ballot. Motion passed.

John Schuster assumed the Vice Chairman position.

BOR Member Training

Clerk stated that the Clerk attended a webinar hosted by the Clerks association on April 22nd. Alderman Marose and Alderman Schuster viewed training material from 2022. Eligible members were entered and certified on the State website.

Ordinance for the confidentiality of income and expense equipment.

Clerk stated this is covered with Juneau City Ordinance 2.16.010(D)

Review of New Laws:

At least one board member must attend training each year prior to the first Board of Review Meeting.

Adoption of Policies:

- A. Procedure for sworn telephone testimony and sworn written testimony.
To adopt a policy for good cause as determined by the board of review will accept telephone testimony.

Marose/Schuster Motioned to adopt Policy regarding sworn telephone testimony.
Motion passed.

- B. Procedure for waiver of Board of Review hearing requests.
To adopt a policy for good cause to grant a waiver determined by the board of review.

Marose/Schuster Adoption of Policy regarding waiver of BOR hearing requests.
Motion passed.

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

Open Book was held on May 11, 2022, from 9:00 a.m. to 11:00 a.m.

Assessor's affidavit was signed on May 23, 2022.

Assessment notices were sent to property owners on April 29, 2022.

Mayor Dan Wegener joined the meeting at 5:17 p.m.

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

NONE

Discussion / Action - Verify with the Assessor that open book changes are included in the assessment roll.

Assessor verified all changes were made

Allow taxpayers to examine assessment data.

NONE

The tape recorder was turned off at 5:26 p.m.

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. **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, and **NONE**
 - e. Act on any other legally allowed or required BOR matters. **NONE**
1. Review Notices of Intent to File Objection. **NONE**
 2. Proceed to hear objections, if any and if proper notice/ waivers given, unless scheduled for another date. **NONE**
 3. Consider/act on scheduling additional BOR Date(s). **NONE**
 4. Adjourn (to future date if necessary)

The tape recorder was turned back on at 6:58 p.m.

Marose/Braun to close the Board of Review at 7:00 p.m. and to adjourn the meeting. Motion carried.

Minutes Reported By:
Meagan Buchda, Clerk/Treasurer