

**Board of Review**  
**Monday, May 24th, 2021**  
**6:00 PM at City Hall**

Members Present: Richard Evans, Jane Fude, Dave Gratton, Mayor Dan Wegener, Shawn Hart- Clerk Treasurer

Also Present: Nick Marcks – Bowmar Appraisal, Inc.

Board of Review was called to order at 6:00 PM, and roll call was taken.

**Confirmation of Appropriate BOR and Open Meetings Notices**

The Clerk stated the the Open Book notice was published in the Beaver Dam Daily Citizen on April 16<sup>th</sup>, 2021 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 16<sup>th</sup>, 2021 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**

Fude/Gratton to nominate Dan Wegener as Chairman.

Wegener asked 3 times for additional nominations.

Evans/Gratton moved to cast a unanimous ballot. Motion passed.

Dan Wegener assumed the Chairman position.

**Election of Vice Chairman**

Evans/Fude to nominate Dave Gratton as Vice Chairman.

Wegener asked 3 times for additional nominations.

Evans/Gratton moved to cast a unanimous ballot. Motion passed.

Dave Gratton assumed the Vice Chairman position.

**BOR Member Training**

Clerk stated that the Clerk, Alderman Evans, and Mayor Wegener attended a webinar hosted by the Clerks association on the evening of May 6<sup>th</sup>. Alderman Gratton viewed training material from 2020. 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.  
Gratton/Fude Motioned to adopt Policy regarding sworn telephone testimony.  
Motion passed.
  
- B. Procedure for waiver of Board of Review hearing requests.  
Fude/Gratton Adoption of Policy regarding waiver of BOR hearing requests. Motion passed.

The clerk discussed the above policies and asked if there were any questions. No questions in regards to the policies.

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

Open Book was held on May 3, 2021 from 1:00 p.m. to 3:00 p.m.

Assessor's affidavit was signed on May 24, 2021.

Assessment notices were sent to property owners on April 24, 2020.

**Discussion / Action - Certify all corrections of error under state law (Wis. St at § 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 6:15 PM.

**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 7:57 PM.

Evans/Fude to close the Board of Review at 8:00 p.m. and to adjourn the meeting. Motion carried.

Minutes Reported By:  
Shawn Hart, Clerk/Treasurer

