

Approved 12/10/18

MEETING MINUTES

Little Suamico Board of Review
Little Suamico Town Hall, 5964 County Road S, WI 54171
TUESDAY, NOVEMBER 13, 2018-9:00 A.M.-11:00 A.M.
www.townoflittlesuamico.com

1. Call Board of Review to order-Ragen called the BOR to order at 9:00am.
2. Roll Call-Ryan Raatz with R&R Assessing, Elmer Ragen, Douglas Allen, David Pribyl and Nikki Tolzman, BOR Clerk were present.
3. Confirmation of appropriate Board of Review and Open Meetings notices-Notices were properly posted.
4. Select a Chairperson for Board of Review-Ragen made a motion to appoint Allen as Chairperson, seconded by Pribyl. Motion carried, voice vote.
5. Select a Vice-Chairperson for Board of Review- Allen made a motion to appoint Pribyl as Vice-Chairperson, seconded by Ragen. Motion carried, voice vote.
6. Verify that a member has met the mandatory training requirements-Tolzman noted that all members met the mandatory requirements as of February 23, 2018.
7. Review of new laws-Raatz reviewed the new Exempting of Personal Property law with the Board.
8. Filing and summary of the Annual Assessment Report by Assessor's Office-Following the BOR adjournment, the assessor will file the Aar and forward to the Town Clerk.
9. Receipt of the Assessment Roll by clerk from the Assessor-The assessment roll was received from the assessor.
10. Receive the Assessment roll and sworn statements from the clerk-The assessment roll was received by the BOR Clerk and Oath of Office was signed.
11. Review the Assessment Roll and Perform Statutory Duties:
 - a. Examine the roll-Complete
 - b. Correct description or calculation errors-None
 - c. Add omitted property-Complete
 - d. Eliminate double assessed property-None
12. Discussion/Action-Certify all corrections of error under state law (sec.70.43, Wis. Stats.)-No Action was Taken
13. Discussion/Action-Verify with the assessor that open book changes are included in the assessment roll-The assessor indicated all open book changes are included in the assessment roll.
14. Allow taxpayers to examine assessment data-No taxpayers present
15. 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 circuit court-None
 - c. Requests to testify by telephone or submit sworn statement-None
 - d. Subpoena requests-None
 - e. Act on any other legally allowed/required Board of Review matters-None
16. Review Notices of Intent to File Objection-None
17. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date-None
18. Consider/act on scheduling additional Board of Review Date(s)-None
19. Adjourn (to future date if necessary)-A motion to adjourn was made by Pribyl, seconded by Allen at 11:00am. Motion carried, voice vote.

Meeting Adjourned Sine a Die
Nikki Tolzman-BOR Clerk