

MEETING MINUTES
TOWN OF LITTLE SUAMICO BOARD OF REVIEW
Tuesday, October 5, 2021, 9:00 A.M. – 11:00 A.M.

1. Call Board of Review to order-Ragen called the Board of Review meeting to order at 9:00am
2. Roll Call-Elmer Ragen, Douglas Allen, David Pribyl, Lisa Glinski, Town Clerk, Ryan Raatz with R&R Assessing and Sharon Van Den Heuvel, Town Deputy Clerk were all present.
3. Confirmation of appropriate Board of Review and Open Meetings Notices-Clerk confirmed that all notices were posted and published properly.
4. Select a Chairperson for Board of Review-Allen motioned to appoint Pribyl as Chairperson, seconded by Ragen. Motion carried, voice vote.
5. Select a Vice-Chairperson for Board of Review-Allen nominated Ragen as Vice-Chairperson, seconded by Pribyl. Motion carried, voice vote.
6. Verify that a member has met the mandatory training requirements-Clerk verified that Allen, Ragen and Pribyl completed the required Board of Review training as of February 8, 2020. The training verification has been filed with the Department of Revenue.
7. Review of new laws-Ryan Raatz stated there are no new laws for 2021 and clarified current laws. Discussion with Board took place.
8. Filing and summary of the Annual Assessment Report by Assessor's Office-Raatz stated the Annual Assessment Report is no longer required.
9. Receipt of the Assessment Roll by clerk from the Assessor-Clerk Glinski received the signed assessment roll from the Assessor and signed the affidavit.
10. Receive the Assessment roll and sworn statements from the clerk-The Board of Review received the assessment roll.
11. Review the Assessment Roll and Perform Statutory Duties:
 - a. Examine the roll-Complete
 - b. Correct description or calculation errors, - Complete
 - c. Add omitted property, and-Complete
 - d. Eliminate double assessed property-Complete
12. Discussion/Action-Certify all corrections of error under state law (sec.70.43, Wis. Stats.)-The Board verified that corrections of error were present. Pribyl motioned to accept the roll with the 4 corrections of errors noticed, seconded by Allen. Motion carried, voice vote.
13. Discussion/Action-Verify with the assessor that open book changes are included in the assessment roll-The Board verified with Raatz that all open book changes are included in the assessment roll. Allen motioned to accept the assessor's open book changes included in the assessment roll, seconded by Pribyl. Motion carried, voice vote.
14. Allow taxpayers to examine assessment data-The assessment roll was made available for taxpayers to examine. No taxpayers present to examine the roll.
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-No Notice of Intent to File Objection forms were filed with the Clerk.
17. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date-No objections were presented.
18. Consider/act on scheduling additional Board of Review Date(s)-No further Board of Review dates for 2021 are necessary.
19. Adjourn (to future date if necessary)-A motion was made by Allen to adjourn the Board of Review at 11:00am, seconded by Ragen. Motion carried, voice vote.