

MEETING MINUTES  
TOWN OF LITTLE SUAMICO BOARD OF REVIEW  
Wednesday, September 9, 2020 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, Nikki Tolzman, Board of Review 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-Pribyl motioned to appoint Ragen as Chairperson, seconded by Allen. Motion carried, voice vote.
5. Select a Vice-Chairperson for Board of Review-Ragen nominated Pribyl as Vice-Chairperson, seconded by Allen. Motion carried, voice vote.
6. Verify that a member has met the mandatory training requirements-Clerk Tolzman verified that Allen, Ragen and Pribyl completed the required Board of Review training as of February 20, 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 2020 and clarified current laws. Discussion with Board took place.
8. Filing and summary of the Annual Assessment Report by Assessor's Office-Following BOR adjournment, the assessor will file the Annual Assessment Report and forward to the Clerk.
9. Receipt of the Assessment Roll by clerk from the Assessor-Clerk Tolzman 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 no corrections of error were present. Pribyl motioned to accept the roll with no correction 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 examined 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-
    - i. Mark Rost was present to speak with Board of Review to discuss appropriate action regarding the potential filing of a 2019 tax refund. Procedure was shared and discussion took place. No 2020 BOR forms were filed.
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. Kathy Patterson arrived to discuss 2019 assessment change. She carried on an open discussion with Raatz. No 2020 BOR forms were filed.
18. Consider/act on scheduling additional Board of Review Date(s)-No further Board of Review dates for 2020 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 Pribyl. Motion carried, voice vote.