

APPROVED MEETING MINUTES  
TOWN OF LITTLE SUAMICO BOARD OF REVIEW  
Tuesday, July 5, 2022, 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, and Ryan Raatz with R&R Assessing 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-Pribyl nominated Allen as Vice-Chairperson, seconded by Ragen. Motion carried, voice vote.
6. Verify that a member has met the mandatory training requirements-Clerk verified that herself, Allen, Ragen and Pribyl completed the required Board of Review training as of April 4, 2022. 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 2022 and clarified current laws. Discussion with Board took place.
8. Receipt of the Assessment Roll by clerk from the Assessor-Clerk Glinski received the signed assessment roll from the Assessor and signed the affidavit.
9. Receive the Assessment roll and sworn statements from the clerk-The Board of Review received the assessment roll.
10. Review the Assessment Roll and Perform Statutory Duties:
  - a. Examine the roll-Complete
  - b. Correct description or calculation errors, - There were not any errors
  - c. Add omitted property, and-Complete
  - d. Eliminate double assessed property-Complete
11. Discussion/Action-Certify all corrections of error under state law (sec.70.43, Wis. Stats.)-The Board verified that there were not any errors. Pribyl motioned to accept the roll, seconded by Allen. Motion carried, voice vote.
12. Discussion/Action-Verify with the assessor that open book changes are included in the assessment roll-The Board verified with Raatz that 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.
13. Allow taxpayers to examine assessment data-The assessment roll was made available for taxpayers to examine. No taxpayers present to examine the roll.
14. 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
15. Review Notices of Intent to File Objection-No Notice of Intent to File Objection forms were filed with the Clerk.
16. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date-No objections were presented.
17. Consider/act on scheduling additional Board of Review Date(s)-No further Board of Review dates for 2022 are necessary.
18. Adjourn (to future date if necessary)-A motion was made by Pribyl to adjourn the Board of Review at 11:00am, seconded by Allen. Motion carried, voice vote.