

MEETING MINUTES
TOWN OF LITTLE SUAMICO BOARD OF REVIEW
Tuesday, July 9, 2024, 1:00 P.M. – 3:00 P.M.

1. Call Board of Review to order-Mohr called the Board of Review meeting to order at 9:00am
2. Roll Call-Dale Mohr, Liz Paape, Tracey Krumrei, Lisa Glinski, Town Clerk/Treasurer, 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-Paape motioned to appoint Mohr as Chairperson, seconded by Krumrei. Motion carried, voice vote.
5. Select a Vice-Chairperson for Board of Review-Krumrei nominated Paape as Vice-Chairperson, seconded by Mohr. Motion carried, voice vote.
6. Verify that a member has met the mandatory training requirements-Clerk verified that Supervisor Krumrei completed the required Board of Review training as of 2024. The training verification has been filed with the Department of Revenue.
7. Review of new laws-Ryan Raatz went over new laws. Discussion with the 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 no 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 to the board's knowledge. Paape motioned to accept the roll, seconded by Krumrei. 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. Paape motioned to accept the assessor's open book changes included in the assessment roll, seconded by Krumrei. Motion carried, voice vote.
13. Allow taxpayers to examine assessment data-The assessment roll was made available for taxpayers to examine.
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- None
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 2024 are necessary.
18. Adjourn (to future date if necessary)-A motion was made by Paape to adjourn the Board of Review at 3:00pm, seconded by Mohr. Motion carried, voice vote.