

Approved MEETING MINUTES
TOWN OF LITTLE SUAMICO BOARD OF REVIEW
Tuesday, July 15, 2025, 3:00 P.M. – 5:00 P.M.

1. Call Board of Review to order-Mohr called the Board of Review meeting to order at 3:00pm
2. Roll Call-Dale Mohr, Dave Pribyl, Penny Helmle Tracey Krumrei, Lisa Glinski, Town Clerk/Treasurer, and Ryan Raatz with R&R Assessing were all present. Frank Nowak was in audience.
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 Mohr as Chairperson, seconded by Krumrei. Motion carried, voice vote.
5. Select a Vice-Chairperson for Board of Review-Krumrei nominated Helmle as Vice-Chairperson, seconded by Pribyl. 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 2025. The training verification has been filed with the Department of Revenue.
7. Review of new laws-Ryan Raatz went over new laws. Ryan Raatz stated there weren't any new laws.
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.
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.
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.

3:53pm Frank Nowak began to talk off topic and was asked by Chairman Mohr to stop 4 times and the Chairman Mohr stated he would need to leave if he continued to disrupt the meeting. Ryan Raatz did answer some of Mr. Nowak's questions that were irrelevant to the proceedings.
17. Consider/act on scheduling additional Board of Review Date(s)-No further Board of Review dates for 2025 are necessary.
18. Adjourn (to future date if necessary)-A motion was made by Helmle to adjourn the Board of Review at 5:00pm, seconded by Krumrei. Motion carried, voice vote.