



# REPORT TO VILLAGE BOARD

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<b>ITEM NAME:</b>	Open Book and Board of Review Date and Training
<b>MEETING DATE:</b>	April 28, 2025
<b>PRESENTING COMMITTEE:</b>	
<b>COMMITTEE CONTACT:</b>	David Baker
<b>STAFF CONTACT:</b>	Jennifer Poyer
<b>PREPARED BY:</b>	Jennifer Poyer

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**ISSUE:** Due to the Village assessor's request, the Board of Review is set at a date beyond the statutory 45-day period ending June 11, 2025, therefore, the Board of Review needs to meet and adjourn to that later date to comply with Wis. Stats. 70.47. All board members make up the Board of Review.  
SEE ATTACHED EMAIL.

There also needs to be a board member designated to complete the Board of Review training, per Wis. Stats 73.03(55).

**OBJECTIVES:** Meet as a Board of Review on Monday, June 9, at 5:45 p.m. and then adjourn the meeting until July 11, 2025, at 6 p.m. This date and time precedes a regularly scheduled board meeting allowing for the convenience of board members. It will also allow time to publish the notice 15 days before the first session of the Board of Review, per Wis. Stats. 70.47 (2).

Designate a board member to complete the Board of Review training prior to the June 9, 2025 meeting.

**ISSUE BACKGROUND/PREVIOUS ACTIONS:**

**PROPOSAL:**

- Board of Review Meeting to Adjourn to Later Date – 5:45 p.m., Monday, June 9, 2025
- Open Book – 11 a.m. to 1 p.m., Tuesday, June 24, 2025 (Phone appointments with assessor)
- Board of Review – 6 to 8 p.m., Thursday, July 10, 2025

**ADVANTAGES:**

**DISADVANTAGES:**

**ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.)**

**RECOMMENDED ACTION:** Approve the proposed dates and assign a board member to complete the required Board of Review training.

**ATTACHMENTS (describe briefly):** Email from Associated Appraisal's Nick Laird, Proposed Board of Review public notice