



## **Report to Village Board**

**Agenda Item:** Selection of Village Trustee to Attend Board of Review Training

**Meeting Date:** April 22, 2024

**Referring Body:** Village Clerk Bobbi Birk-LaBarge

**Committee Contact:** Chris Voll

**Staff Contact:** Deputy Clerk Jennifer Poyer

**Report Prepared by:** Clerk Bobbi Birk-LaBarge

**AGENDA ITEM:** Selection of Village Trustee to Attend Board of Review Training

**OBJECTIVE(S):** Select a Village Trustee to attend/take the 2024 Board of Review training

**HISTORY/BACKGROUND:** The Village of Kronenwetters Board of Review is scheduled for Wednesday, May 22, 2024, 6:00 pm – 8:00 PM. Last year former Trustee Sean Dumais attended the training session. Dumais is no longer on the board and we need to select a new trustee. 2024 Board of Review Certification Class

Wisconsin Law requires that in 2024, before the First Two-hour Meeting, at least one member of the BOR must attend a training session approved by the Wisconsin Department of Revenue-(DOR) within one year of the BOR's first meeting, see Wis. Stats. §§ 70.46(4) and 73.03(55). However, DOR recommends training all BOR members by viewing a video and taking the exam.

The 2024 BOR Handbook has been updated and there is a new BOR Exam, which must be completed to complete the 2024 BOR Training.

The Department of Revenue has approved watching the following video programs along with completing the NEW 2024 BOR Exam to meet the 2024 BOR training. To complete the 2024 BOR training the chosen trustee can view:

- a) The 2022, or 2023 "How to Conduct a BOR First Meeting" OR
- b) The 2021, 2022 & 2023 "How to Conduct a BOR Hearing" video OR
- c) View ALL the NEW 2024 Board of Review Specific Situation Videos
  1. Examining the Assessment roll, AND
  2. BOR Chair Duties, AND
  3. Hiring the Assessor, AND
  4. BOR Meeting and Notice Requirements

The Village has purchased the training video. The clerk has it in her possession at the Village. A 2024 BOR handbook was purchased. The clerk has the assessment roll and it has been placed on our VOK website. The exam must be completed to complete the DOR training in its entirety. The clerk has the exam and exam materials in her possession.

**PROPOSAL:** Select VB Trustee to attend BOR training

**RECOMMENDED ACTION:** Nominate and select VB trustee to attend board of review training.

**FINANCIAL**

**Financial Consideration/Action: Cost of \$15.00 for the 2024 BOR handbook**

**FUNDING SOURCE:**

Account Number/Title:	#
Current Adopted Budget:	\$
Spent to Date:	\$
Remaining Budget:	\$
Requested Amount:	\$
Remainder of Budgeted Amount, if approved:	

**ATTACHMENTS: NONE**