



**TWO
RIVERS**
WISCONSIN

BOARD OF REVIEW MEETING

Wednesday, August 31, 2022 at 4:00 PM

Council Chambers - City Hall, 3rd Floor
1717 E. Park Street, Two Rivers, WI 54241

MINUTES

1. CALL BOARD OF REVIEW (BOR) TO ORDER

The meeting was called to order by Chairperson LeClair at 4:00 PM.

2. ROLL CALL BY CITY CLERK

Present: Chairperson Bill Leclair; Vice-Chairperson Scott Stechmesser; Councilmember Bonnie Shimulunas; Greg Buckley, City Manager; Jamie Jackson, City Clerk; and Sally Brunner, City Assessor

3. CONFIRMATION OF APPROPRIATE BOR AND OPEN MEETINGS NOTICES

City Clerk Jackson reported that a joint Open Book and Notice of the Two-Hour Meeting of the Board of Review was published in the Herald Times Reporter on July 26, 2022. The notice was posted at City Hall, the J.E. Hamilton Community House, and the Lester Public Library on June 10, 2022.

4. VERIFY THAT AT LEAST ONE BOR MEMBER HAS MET THE MANDATORY TRAINING REQUIREMENTS

City Clerk Jackson reported that both Scott Stechmesser and herself completed the training and a copy of the Board Member Training Affidavit filed with the Wisconsin Department of Revenue on August 31, 2022 was included in the meeting packet.

5. VERIFY THAT THE CITY HAS AN ORDINANCE FOR THE CONFIDENTIALITY OF INCOME AND EXPENSE INFORMATION PROVIDED TO THE ASSESSOR UNDER STATE LAW (WIS. STAT. 70.47(7)(AF))

A copy of the City's ordinance, Municipal Code Section 2-5-4, relating to the confidentiality of income and expense information provided to the Assessor under state law was included in the meeting packet.

6. REVIEW OF NEW LAWS

City Clerk Jackson reported that effective in 2022, at least one member of the Board of Review must meet the mandatory training requirements each year, as opposed to every other year in prior years.

7. FILING AND SUMMARY OF ANNUAL ASSESSMENT REPORT BY ASSESSOR'S OFFICE

Assessor Brunner read the Assessor's Affidavit and filed the Annual Assessment Report with the City Clerk.

8. RECEIPT OF THE ASSESSMENT ROLL BY THE CLERK FROM THE ASSESSOR

City Clerk Jackson acknowledged receipt of the Assessor's Affidavit and Assessment Roll from the Assessor.

9. RECEIVE THE ASSESSMENT ROLL AND SWORN STATEMENTS FROM THE CLERK

The Assessment Roll and Assessor's Affidavit was made available to the other members of the Board of Review.

10. REVIEW THE ASSESSMENT ROLL AND PERFORM STATUTORY DUTIES:

- Examine the roll,
- Correct descriptions or calculation errors,
- Add omitted property, and
- Eliminate double assessed property

The Assessment Roll was available for members of the Board of Review to examine. Per the Assessor, there were no incorrect descriptions or calculation errors, no omitted property to be added, and no double assessed properties.

11. DISCUSSION/ACTION - CERTIFY ALL CORRECTIONS OF ERROR UNDER STATE LAW (WIS. STAT. 70.43)

No action was taken as there were no errors to be corrected.

12. DISCUSSION/ACTION - VERIFY WITH THE ASSESSOR THAT OPEN BOOK CHANGES ARE INCLUDED IN THE ASSESSMENT ROLL

The Assessor indicated that there were 707 Notices of Changed Assessment mailed. She received 15 inquiries and any changes as a result of those inquiries were incorporated into the final Assessment Roll. She reported that there were no open book appointments and therefore no changes as a result of any appointments.

13. ALLOW TAXPAYERS TO EXAMINE ASSESSMENT DATA

There were no taxpayers present wishing to examine the assessment data.

14. DURING THE FIRST TWO HOURS, CONSIDERATION OF:

- Waivers of the required 48-hour notice of intent to file an objection when there is good cause,
- Requests for waiver of the BOR hearing allowing the property owner an appeal directly to the circuit court,
- Requests to testify by telephone or submit a sworn written statement,
- Subpoena requests, and
- Act on any other legally allowed or required BOR matters

The Clerk informed the members of the Board of Review that she received no waivers of the required 48-hour notice of intent to file an objection, no requests for waiver of the BOR hearing to allow the property owner an appeal directly to the circuit court, no requests to testify by telephone or sworn written statement, and no subpoena requests.

15. REVIEW NOTICES OF INTENT TO FILE OBJECTION

The Clerk informed the members of the Board of Review that there were Notices of Intent to File Objection received by Monday at 4:00 p.m. There were also no Notices of Intent to File Objection received after the deadline.

16. PROCEED TO HEAR OBJECTIONS, IF ANY AND IF PROPER NOTICE/WAIVERS GIVEN, UNLESS SCHEDULED FOR ANOTHER DATE

There were no hearings.

Motion by Buckley, seconded by LeClair, to approve the 2022 Assessment Roll data as presented by the Assessor. Motion carried upon a voice vote.

17. CONSIDER/ACT ON SCHEDULING ADDITIONAL BOR DATE(S)

No additional dates are needed for the 2022 Board of Review.

Motion by Jackson, seconded by LeClair, to recess. Motion carried upon a voice vote.

The Board of Review resumed, and Chairperson LeClair reported that there were no members of the public that presented to examine the roll or submit requests for waivers, hearings, etc.

18. ADJOURN (TO FUTURE DATE IF NECESSARY)

Motion by Stechmesser, seconded by Shimulunas to adjourn the meeting at 6:00 PM. Motion carried upon a voice vote.

Respectfully Submitted,

Jamie Jackson
City Clerk