



# VILLAGE OF WAUSAUKEE BOARD OF REVIEW (BOR)

WEDNESDAY, MAY 22, 2019  
WAUSAUKEE VILLAGE HALL  
428 HARRISON AVENUE  
3:00 – 5:00 PM

## MINUTES

1. Call to Order – BOR Clerk, Sara Pullen, called the meeting to order at 3:02 pm.
2. Pledge of Allegiance
3. Roll Call – A roll call vote was performed. BOR members in attendance were President Hilbert Radtke, Trustees Mack McKim, Darryll Schmidt, and JoAnn Polomis, and Clerk/Treasurer Sara Pullen. Also present was Assessor Ryan Raatz of R&R Assessing.
4. Confirmation of appropriate BOR and Open Book notices. – Pullen confirmed that BOR and Open Book notices were posted and published as required by Wis. Stats. on April 17, 2019.
5. Select a Chairperson for the BOR – Polomis made a motion seconded by McKim to nominate Radtke as BOR Chairperson. Motion carried.
6. Select a Vice-Chairperson for the BOR – Pullen made a motion seconded by Schmidt to nominate McKim as BOR Vice-Chairperson. Motion carried.
7. Verification of a member meeting the mandatory training requirements specified in Sec. 70.46(4) – Pullen verified that BOR members Radtke, McKim, Polomis, Pullen, and Schmidt had completed the required training in 2019.
8. Verification that the Village has an ordinance for the confidentiality of income and expense information provided to the assessor under state law Sec. 70.47(7)(af) – Pullen verified that Village Ordinance Sec. 3-3-6 pertains to the confidentiality of income and expense information provided to the assessor under state law Sec. 70.47(7)(af).
9. Review of new laws. – Raatz stated that no new laws had been passed in 2019.
10. Filing and summary of Annual Assessment Report by Assessor's Office. – Raatz will file the Annual Assessment Report with the WI Department of Revenue after the BOR adjourns.
11. Receipt of the assessment roll by Clerk from the Assessor. – Clerk Pullen received the assessment roll from Assessor Raatz; both Raatz and Pullen signed the Assessor's Affidavit.
12. Receive the assessment roll and sworn statements from the Clerk. – Pullen provided the assessment roll to the BOR members for review.
13. Review the assessment roll and perform statutory duties:
  - a. Examination of tax roll
  - b. Correct description or calculation errors
  - c. Add omitted property
  - d. Eliminate double assessed propertyBOR members examined the assessment roll and did not find any calculation errors, omitted property, or double assessed property.
14. Discuss/Consider – Certify all corrections of error under state law (Wis. Stats. sec. 70.43). – BOR members certified that there were no errors found.
15. Discuss/Consider – Verify with the Assessor that open book changes are included in the assessment roll. – Raatz stated that 3 changes had been made in the assessment roll:
  - a. Parcel 191-612.6                      Escanaba & Lake Superior RR                      This parcel is tax exempt
  - b. Parcel 191-1373                      Wick, David    Assessment reduced to \$35900

c. Account 191-0103 (Personal Property) Subway This account was removed from the roll

These changes were verified by the BOR.

16. Allow taxpayers to examine assessment data. – No taxpayers were present.

17. Consideration of:

a. Waivers of the required 48-hour notice of intent to file an objection – None filed.

b. Requests for waiver of the BOR hearing – None filed.

c. Requests to testify by telephone or submit written statement – None filed.

d. Subpoena requests – None filed.

e. Other legally allowed/required BOR matters – None.

18. Review Notices of Intent to File Objection – None filed.

19. Proceed to hear objections, unless scheduled for another date – None filed.

20. Consider/act on scheduling additional BOR date(s), if necessary – Not applicable.

21. Adjourn (to future date if necessary) – Schmidt made a motion seconded by Polomis to adjourn the BOR at 5:02 pm. Motion carried.

*Submitted by SP*