



VILLAGE OF WAUSAUKEE BOARD OF REVIEW (BOR)

WEDNESDAY, JUNE 15, 2022
WAUSAUKEE VILLAGE HALL
704 MAIN STREET
3:00 – 5:00 PM

MINUTES

1. Call to Order – BOR Chairman, Pat Tracy, called the meeting to order at 3:04 pm.
2. Pledge of Allegiance
3. Roll Call – A roll call was performed. BOR members in attendance were President Pat Tracy, Trustees Mack McKim and JoAnn Polomis, and Administrator/Clerk/Treasurer Sara Pullen. Also present was Assessor Rick Raatz of R&R Assessing. Trustee Keith Frank appeared virtually at 3:23 pm.
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 May 11, 2022.
5. 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).
6. Review of new laws. – Raatz stated that there are no news laws for 2022 on the assessment side. Pullen stated that as of 2022, one member of the BOR must attend training annually. Previously, one member of the BOR had to attend training bi-annually.
7. Receipt of the assessment roll by Clerk from the Assessor. – Pullen received the assessment roll from Assessor Raatz; both Raatz and Pullen signed the Assessor's Affidavit.
8. Receive the assessment roll and sworn statements from the Clerk. – Pullen provided the assessment roll to the BOR members for review.
9. 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.
10. Discuss/Consider – Certify all corrections of error under state law (Wis. Stats. sec. 70.43). – BOR members certified that there were no errors found.
11. Discuss/Consider – Verify with the Assessor that open book changes are included in the assessment roll. –The assessor verified that there were no changes to the 2022 assessment roll.
12. Allow taxpayers to examine assessment data. – No taxpayers were present.
13. 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.
14. Review Notices of Intent to File Objection – None filed.
15. Proceed to hear objections, unless scheduled for another date – No objections.

16. Consider/act on scheduling additional BOR date(s), if necessary – No additional BOR date necessary.
17. Adjourn (to future date if necessary) – Polomis made a motion seconded by McKim to adjourn the Board of Review at 5:04 pm. Motion carried.

Submitted by SP