



VILLAGE OF WAUSAUKEE BOARD OF REVIEW (BOR)

WEDNESDAY, MAY 31, 2023
WAUSAUKEE VILLAGE HALL
704 MAIN STREET
3:00 – 5:00 PM

MINUTES

1. Call to Order – Board of Review Clerk, Sara Pullen, called the meeting to order at 3:02 pm.
2. Pledge of Allegiance
3. Roll Call – A roll call was performed. BOR members in attendance were President Pat Tracy, Trustees JoAnn Polomis and Mack McKim, and Administrator/Clerk/Treasurer Sara Pullen. Also present was Assessor Ryan Raatz of R&R Assessing. Trustee Steve Stumbris was absent.
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 26, 2023.
5. Select a Chairperson for the BOR – Pullen made a motion seconded by Polomis to nominate Pat Tracy as BOR Chairperson. Motion carried.
6. Select a Vice-Chairperson for the BOR – Polomis made a motion seconded by Pullen to nominate Mack 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 she had completed the required training on May 16, 2023.
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 there are no new laws for 2023.
10. 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.
11. Receive the assessment roll and sworn statements from the Clerk – Pullen provided the assessment roll to the BOR members for review.
12. 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.
13. Discuss/Consider – Certify all corrections of error under state law (Wis. Stats. sec. 70.43). – BOR members certified that there were no errors found.
14. 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 2023 assessment roll.
15. Allow taxpayers to examine assessment data. – No taxpayers were present.
16. 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.

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

18. Proceed to hear objections, unless scheduled for another date – No objections.

19. Consider/act on scheduling additional BOR date(s), if necessary – No additional BOR date necessary.

20. Adjourn (to future date if necessary) – Pullen made a motion seconded by Polomis to adjourn the Board of Review at 5:00 pm. Motion carried.

Submitted by Sara Pullen
Village Clerk, Village of Wausauke