

**BOARD OF REVIEW AGENDA**  
**VILLAGE OF SURING**  
**Municipal Building-604 E. Main Street – Learning Center Room I**  
**Monday, April 24, 2023 – 1 pm**

1. Meeting was called to order by Clerk at 1:00pm
2. Roll Call: Present- Gruetzmacher / Kohlwey / Schuettpelz / Steffeck / Assessor Ryan Raatz from R&R Assessing. Also present: Village Board Member Terry Bengtson.
3. Confirmation of appropriate Board of Review and Open Meetings notices was made by clerk.
4. Discussion and Possible action on Selecting a Chairperson for Board of Review – Motion to nominate Leslie Steffeck was made by Kohlwey and second by Schuettpelz. All ayes. Motion carried.
5. Discussion and Possible action on Selecting a Vice-Chairperson for BOR.- Motion to nominate Jim Kohlwey was made by Schuettpelz and second by Steffeck. All ayes. Motion carried.
6. Verification of a member meeting the mandatory training requirements specified in Sec. 70.46(4). – Clerk reported that training requirements have been met by all board of review members on April 20, 2023 and reported to Department of Revenue.
7. 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). – clerk stated Village has ordinance which his 2-4-1 (i).
8. Review of new laws. – Assessor reported there are no new laws for 2023.
9. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony. – Clerk stated Village follows the State Statutes.
10. Adoption of policy regarding the procedure for waiver of Board of Review hearing requests. – Clerk stated that Village follows the State Statutes.
11. Filing and summary of Annual Assessment Report by Assessor's Office. – Assessor reported that this is no longer a requirement by the State of Wisconsin.
12. Clerk received assessment roll from Assessor
13. Receive the Assessment Roll and sworn statement from the clerk
14. Review the Assessment Roll and Perform Statutory Duties – The Board of Review went through each individual parcel and personal property tax item.
  - a. Examination of Tax Roll
  - b. Correct description or calculation errors
  - c. Add omitted property, and
  - d. Eliminate double assessed property.
15. Discussion/Action – Certify all corrections of error under state law (Wis. Stats. 70.43) – No errors found.
16. Discussion/Action – Verify with the assessor that open book changes are included in assessment roll. Assessor noted changes made with open book.
17. Allow taxpayers to examine assessment data. – No taxpayers were present.

18. Consideration of: - No taxpayers were present so there were none.
  - a. Waivers of the required 48-hour notice of intent to file an objection when there is good cause
  - b. Requests for waiver of the BOR hearing
  - c. Requests to testify by telephone or submit written statements
  - d. Subpoena request
  - e. Other legally allowed/required BOR matters
19. Review Notices of Intent to File objections. – N/A
20. Proceed to hear objections, unless scheduled for another date. – N/A
21. Consider/act on scheduling additional BOR date(s), if necessary. N/A
22. Adjourn (to future date if needed.) Motion to adjourn was made by Schuettpelz and second by Kohlwey. All ayes. Motion carried. Meeting adjourned at 3:00 PM

Minutes prepared by Kim Gruetzmacher, Clerk/Treasurer