

BOARD OF REVIEW AGENDA
VILLAGE OF SURING
Municipal Building-604 E. Main Street – Learning Center Room I
Monday, August 10, 2026 – 1 pm

1. Meeting was called to order by Village President at 1:00pm
2. Roll Call: Present- Gruetzmacher / Kohlwey / Kramp / Steffeck / Assessor Ryan Raatz from R&R Assessing.
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 Kramp. All ayes. Motion carried.
5. Discussion and Possible action on Selecting a Vice-Chairperson for BOR.- Motion to nominate Jim Kohlwey was made by Kramp 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 a board of review member 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 (h).
8. Review of new laws. – Assessor reported no new laws impacting assessment for 2026.
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. Clerk received assessment roll from Assessor.
12. Receive the Assessment Roll and sworn statement from the clerk.
13. Review the Assessment Roll and Perform Statutory Duties – Assessor reported that there were 16 open book changes. Assessor went through each of the 16 changes with the Board of Review.
 - a. Examination of Tax Roll
 - b. Correct description or calculation errors
 - c. Add omitted property, and
 - d. Eliminate double assessed property.
14. Discussion/Action – Certify all corrections of error under state law (Wis. Stats. 70.43) – No errors found.
15. Discussion/Action – Verify with the assessor that open book changes are included in assessment roll. Assessor noted 16 changes made with open book.
16. Allow taxpayers to examine assessment data. – No one present wished to review the assessment data.

17. Consideration of: None noted.

- 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

18. Review Notices of Intent to File objections. Clerk noted that no Notice of Intent to File Objection were received.

19. Proceed to hear objections, unless scheduled for another date. – N/A

20. Consider/act on scheduling additional BOR date(s), if necessary. N/A

21. Adjourn (to future date if needed.) Motion to adjourn was made by Kramp and second by Kohlwey. All ayes. Motion carried. Meeting adjourned at 3:00 PM

Minutes prepared by Kim Gruetzmacher, Clerk/Treasurer