

**VILLAGE OF HORTONVILLE
BOARD OF REVIEW**
9:00 A.M., TUESDAY MAY 7, 2024
COMMUNITY CENTER, 531 N. NASH ST., HORTONVILLE, WI

AGENDA

1. Call Board of Review to Order
2. Roll call
3. Confirmation of appropriate Board of Review and Open Meetings notices
4. Select a Chairperson for Board of Review
5. Select a Vice-Chairperson for Board of Review
6. Verify that a member has met the mandatory training requirements
7. Verify 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))
8. Review of new laws
9. Filing and summary of Annual Assessment Report by Assessor's office
10. Receipt of the Assessment Roll by the clerk from the Assessor
11. Receive the Assessment roll and sworn statements (Assessor's affidavit) from the clerk
12. Review the Assessment Roll and perform statutory duties:
 - a. Examine the roll
 - b. Correct description or calculation errors
 - c. Add omitted property
 - d. Eliminate double assessed property
13. Discussion/Action – Certify all corrections of error under state law (Wis Stat. 70.43)
14. Discussion/Action – Verify with the Assessor that open book changes are included in the assessment roll
15. Allow taxpayers to examine assessment data
16. Consideration of:
 - a. Waivers of the required 48-hour notice of oral or written intent to file an objection when there is good cause.
 - b. Requests for waiver of the Board of Review hearing allowing the property owner an appeal directly to Circuit Court.
 - c. Requests to testify by telephone or submit sworn written statement.

- d. Subpoena requests, and
- e. Act on any other legally allowed/required Board of Review matters.

- 17. Review Notices of Intent to File Objection
- 18. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date
- 19. Consider/act on scheduling additional Board of Review date(s)
- 20. Adjourn (to future date if necessary)

“Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Village Administration Office at 779-6011 with as much advance notice as possible.”

Posted: April 22, 2024

Jane Booth, WCMC
Village Clerk



Board of Review Member Training Affidavit

This affidavit confirms that one or more Board of Review (BOR) voting members attended training before the BOR met, satisfying state law (sec. 70.46(4), Wis. Stats.).

STATE OF WISCONSIN

County of OUTAGAMIE

Co-muni code 44136

I, JANE BOOTH, the clerk for the VILLAGE OF HORTONVILLE,
swear the following BOR voting member(s), who represent(s) the municipality's chief executive officer or the officer's designee(s), attended a Wisconsin Department of Revenue approved BOR training program before the BOR's first meeting. (sec. 70.46 (4), Wis. Stats.)

BOR member(s) and attendance date:

JANE BOOTH

Name

04/10/2024

Date

04-10-2024 08:50 AM

Date electronically filed

clerktreas@hortonville.wi.gov

Clerk email



Board of Review Member Training Affidavit

Preparer Information

Name JANE BOOTH	Title Clerk/Treasurer
Email clerktreas@hortonville.wi.gov	Phone 920-779-6011

Signature Statement

Under penalties of law, I declare this form and all attachments are true, correct and complete to the best of my knowledge and belief.

Do you agree with the statement above?

☒ YES ☐ NO

Submission Information

You successfully submitted your report. Print a copy for your records.

Comuni code: 44136
Submission date: 04-10-2024 08:50 AM
Confirmation: PA10720241201O1712757045184
Submission type: ORIGINAL

NOTICE THAT ASSESSMENT ROLL
IS AVAILABLE FOR EXAMINATION
AND NOTICE OF OPEN BOOK
FOR THE VILLAGE OF HORTONVILLE

NOTICE IS HEREBY GIVEN that the Assessment Roll for the Village of Hortonville is open for inspection starting Tuesday, April 30, 2024, Monday through Thursday from 7:00 a.m. to 4:00 p.m., and Fridays from 7:00 a.m. to 1:00 p.m. at the Administration Office at 531 N. Nash St. in the Municipal Services Center.

FURTHER BE ADVISED that if you have any questions or would like to set up an in-person appointment, please contact Bowmar Appraisal, Inc. at (920) 733-5369 during regular business hours (M-Thur, 8:30-4:00) no later than 3 days prior to the Board of Review. The 2024 assessment roll, instructional information, and objection forms will be made available. These documents will assist with scheduling a hearing before the Board of Review. Keep in mind that objection forms must be filed with the clerk of the Board of Review at least 48 hours before the Board of Review is conducted unless the Board of Review chooses to waive this requirement.

Jane Booth, WCMC
Village Clerk

Published: April 18, 2024

**NOTICE OF THE BOARD OF REVIEW AND OPEN BOOK FOR THE
VILLAGE OF HORTONVILLE, COUNTY OF OUTAGAMIE**

NOTICE IS HEREBY GIVEN pursuant to s. 70.45, Wis. Stats., the assessment roll for the 2024 assessment year will be open for examination starting **APRIL 30, 2024**. If you have any questions or would like to set up an in-person appointment, please contact Bowmar Appraisal, Inc. at (920) 733-5369 during regular business hours (M-Thur, 8:30-4:00) no later than 3 days prior to the Board of Review. The 2024 assessment roll, instructional information, and objection forms will be made available. These documents will assist with scheduling a hearing before the Board of Review. Keep in mind that objection forms must be filed with the clerk of the Board of Review at least 48 hours before the Board of Review is conducted unless the Board of Review chooses to waive this requirement.

NOTICE IS FURTHER GIVEN that the **BOARD OF REVIEW** for the VILLAGE of HORTONVILLE of OUTAGAMIE County shall be held on **MAY 7, 2024 from 9:00 a.m. until 11:00 a.m.** at the HORTONVILLE MUNICIPAL BUILDING. **Please be advised** of the following requirements to appear before the Board of Review and procedural requirements if appearing before the Board:

1. No person may appear before the Board of Review, testify to the Board by telephone or contest the amount of assessment unless, at least 48 hours before the first meeting of the Board or at least 48 hours before the objection is heard if the objection is allowed because the person has been granted a waiver of the 48 hour notice of an intent to file a written objection by appearing before the Board during the first two hours of the meeting and showing good cause for failure to meet the 48 hour notice requirement and files a written objection, that the person provides to the Clerk of the Board of Review notice as to whether the person will ask for removal of any Board members and, if so, which member will be removed and the person's reasonable estimate of the length of time that the hearing will take.
2. After the first meeting of the Board of Review and before the Board's final adjournment, no person who is scheduled to appear before the Board of Review may contact, or provide information to, a member of the Board about the person's objection except at a session of the Board.
3. When appearing before the Board, the person shall specify, in writing, the person's estimate of the value of the land and of the improvements that are the subject of the person's objection and specify the information that the person used to arrive at that estimate.
4. The Board shall hear upon oath, by telephone, all ill or disabled persons who present to the Board a letter from a physician, surgeon or osteopath that confirms their illness or disability. No other persons may testify by telephone.
5. Anyone wishing to file an objection must contact the Village Clerk to complete and submit the required objection form supplied by the Village, prior to appearing before the Board of Review.

This Notice is hereby published on the 11th day of April, 2024 by Jane Booth, Village Clerk

**VILLAGE OF HORTONVILLE
BOARD OF REVIEW
MAY 10, 2023 MEETING MINUTES**

Village President Jeanne Bellile called the Board of Review to order at 9:00 a.m. in the Community Center at 531 N. Nash St., Hortonville, Wisconsin.

Members present: Village President Jeanne Bellile, Trustee Jane Olk, and Clerk-Treasurer Jane Booth

Others present: Assessor Nicholas Marcks of Bowmar Appraisal, and Administrator Nathan Treadwell

Confirmation of appropriate Board of Review and Open Meetings notices

Booth reported that all notices had been published or posted as required.

Select a Chairperson for Board of Review

Motion [Bellile/Ok] to appoint Jane Booth as Chairperson. Unanimous voice vote, motion carried.

Select a Vice-Chairperson for Board of Review

Motion [Bellile/Booth] to appoint Jane Olk as the Vice chairperson. Unanimous voice vote, motion carried.

Clerk Booth reported that Bellile completed the training on April 24, 2023, and the training affidavit was submitted to the Department of Revenue.

Verify 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 Booth reported that ordinance O-3-18 relating to the confidentiality of information about income and expenses requested by the assessor in property assessment matters was passed on March 15, 2018.

Review of new laws

Marcks reported that there are no new laws.

Filing and summary of Annual Assessment Report by Assessor's office

Marcks presented the Annual Assessment Report to the Board of Review.

Receipt of the Assessment Roll by clerk from the Assessor

Completed and submitted.

Receive the Assessment roll and sworn statements (Assessor's affidavit) from the clerk.

Submitted.

Review the Assessment Roll and perform statutory duties

Trustee Olk reviewed the Assessment Roll. No errors were found.

Discussion/Action – verify with the Assessor that open book changes are included in the assessment roll

Marcks reported that there were no corrections of errors in the Assessment Roll.

Taxpayers, requests, and objections

No taxpayers were present and no notices of intent to file objection or other forms were filed.

Adjourn

Motion [Olk/Booth] to adjourn. Unanimous voice vote, motion carried. The Board of Review adjourned at 10:59 a.m.

Minutes submitted by Jane Booth, WCMC, Clerk-Treasurer.