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MINUTES
VILLAGE OF SUMMIT BOARD OF REVIEW
May 28, 2024

Call Board of Review (BOR) to order & Meeting Recording Announcement.

Administrator-Clerk/Treasurer Michael called the 2024 Board of Review to order at 4 pm on Tuesday, May 28, 2024 at Summit Village Hall, 37100 Delafield Rd. Summit, WI.

Roll Call - Confirmation of appropriate BOR and Open Meetings notices.

Administrator-Clerk Treasurer Michael took roll call and provided copy of the meeting notices. Members present: Matt Schmitz, Tom Adams, Justin Phillips, Lisa Mellone and Steve Styza. Also present were: Deputy Clerk/Treasurer Sarah LaValliere, Assessor Nate Carlson and Administrator-Clerk/Treasurer Debbie Michael.

Select Chairperson for BOR.

MOTION: (Mellone, Styza) *to select Justin Phillips as Chairperson for the 2024 BOR. Carried.*

Select Vice-Chairperson for BOR.

MOTION: (Styza, Schmitz) *to select Lisa Mellone as Vice-Chairperson for the 2024 BOR. Carried.*

Verify that at least one BOR member has met the mandatory training requirements.

Chairperson Phillips verified that Lisa Mellone has met the mandatory training requirement.

Verify that the Village has an ordinance for the confidentiality of income and expense information provided to the Assessor under state law (Wis. Stat. § 70.47(7)(af)).

Chairperson Phillips verified that the Village previously adopted an Ordinance for the confidentiality of income and expense on November 13, 2023.

Review of new laws if applicable.

Administrator Michael stated the Village Attorney reported no new laws for 2024. Assessor Carlson added that Personal Property Tax was eliminated as a separate tax but the Village will still receive funding from the State.

Adoption of amendment to policy regarding the procedure for sworn telephone testimony and sworn written testimony requests

MOTION: (Mellone, Adams) *to adopt the amended policy regarding Procedure for sworn telephone testimony and sworn written testimony requests. Carried.*

Verification of previous adoption of policy regarding the procedure for waiver of BOR hearing requests

Chairperson Phillips provided verification that the Village previously adopted a policy regarding the Procedure for waiver of BOR hearing requests on June 8, 2015.

Filing and summary of Annual Assessment Report (including the level of assessment) by Assessor

Assessor Carlson stated that the report will be filed upon completion of the Board of Review.

Receipt of the assessment roll by the Clerk from the Assessor.

Clerk Michael confirmed receipt of the assessment roll provide by Assessor Carlson.

Receive the Assessment Roll and sworn statements from the Clerk.

Clerk Michael received a printed copy of the assessment roll and accepted and signed the sworn statement from the assessor.

Review the Assessment Roll and perform statutory duties:

- a. Examine the roll,
- b. Correct description or calculation errors,

- c. Add omitted property, and
- d. Eliminate double assessed property.

The Board of Review members reviewed the entire assessment roll per their statutory duties.

Discussion/Action – Certify all corrections of error under state law (Wis. Stat. § 70.43).

Assessor Carlson reported that there were no corrections of error.

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

MOTION: (Mellone, Adams) affirming *that it has been verified with the Assessor that open book changes are included in the assessment roll.* Carried.

Allow taxpayers to examine assessment data.

No taxpayers appeared during the two-hour meeting.

During the first two hours, consideration of:

- Waivers of the required 48-hour notice of intent to file an objection when there is good cause,
- Requests for waiver of the BOR hearing allowing the property owner an appeal directly to the circuit court,
- Requests to testify by telephone or submit a sworn written statement,
- Subpoena requests, and
- Act on any other legally allowed or required BOR matters.

No considerations needed.

Review Notices of Intent to File Objection.

Clerk Michael reported there were no notices received.

Proceed to hear objections, if any and if proper notice/waivers given, unless scheduled for another date.

There were no objections heard by the Board of Review.

Consider/act on scheduling additional BOR Date(s).

Not necessary.

Adjourn (to future date if necessary).

MOTION: (Mellone, Styza) *I MOVE THAT THE BOARD OF REVIEW APPROVE THE 2024 ASSESSMENT ROLL AS PRESENTED BY THE ASSESSOR AND AMENDED BY THE BOARD; AND HAVING PERFORMED ALL OF ITS STATUTORY DUTIES AND COMPLETED ALL OF ITS WORK THAT CAME BEFORE THE BOARD, THE BOARD OF REVIEW ADJOURN SINE DIE, SUBJECT TO THE CLERK FULFILLING THE CLERK'S STATUTORY DUTIES.* Carried.

Respectfully submitted,

Debra J Michael, WCMC
Administrator-Clerk/Treasurer

Posted: May 23, 2024