

BOARD OF REVIEW- May 30, 2023

The Town Board of the Town of Cooperstown, Manitowoc County, Wisconsin, convened in open session on May 30, 2023 at 7:13 p.m., at the Town Hall for the purpose of calling the Board of Review into session during the 45-day period beginning on the 2nd Monday of April, pursuant to s. [70.47](#), Wis. stats.

Chairman David Blakeslee called the meeting to order.

Present: Chairman David Blakeslee, Sup. Hank Kouba, Sup. Fred Lemens, Sup. Nick Propson, Sup. Anthony Shabler, and Clerk Susan Kornely. Due to the fact that the assessment roll is not completed at this time, it is anticipated that the Board of Review will be adjourned until June 19, 2023, at 6:00 p.m.

Confirmation of appropriate Board of Review and Open Meeting Notices.

Select a Chairman for Board of Review. On a motion by Sup. Lemens and seconded by Sup. Kouba, moved to appoint Dave Blakeslee as Chairman for Board of Review. Motion passed.

Select a Vice-Chairman for Board of Review. On a motion by Sup. Lemens and seconded by Chairman Blakeslee, moved to appoint Nick Propson as Vice-Chairman for Board of Review. Motion passed.

Verify that a member has met the mandatory training requirements. One member has met the mandatory training requirement. Two members will be taking the required training tonight.

Verify that the Town has an ordinance for the confidentiality of income and expense information provided to the assessor under state law (sec 70.47(7)(af)). The town has adopted by ordinance the confidentiality of income and expense information provided to the assessor under state law (sec 70.47(7)(af)).

Review Appointment of Alternate Members of the Board of Review. Alternate Member of the Board of Review are Bernadette Duescher and Michael Glandt. On a motion by Sup. Propson and seconded by Sup. Lemens, moved to appoint Bernadette Duescher and Michael Glandt as Alternate Member for Board of Review. Motion passed.

Review of new laws. Training is required every year, BOR documents can be destroyed after 7 years, tape recorder is only required for hearings.

Adoption of policy regarding the procedures for sworn telephone testimony and sworn written testimony. The town does not accept sworn telephone testimony and sworn written testimony.

Adoption of policy regarding the procedure for waiver of Board of Review hearing requests. The board follows state law on the 48-hour waiver.

No action was taken on the following agenda items, due to the assessment roll was not ready

Filing and summary of Annual Assessment Report by Assessor's Office.

Receipt of the Assessment Roll by clerk from the Assessor.

Receive the Assessment roll and sworn statements from the clerk.

Review the Assessment Roll and perform statutory duties:

Examine the roll, Correct description, or calculation errors, Add omitted property, and

Eliminate double assessed property.

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

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

Allow taxpayers to examine assessment data.

During the first two hours, consideration of:

- 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 allowing the property owner an appeal directly to the circuit court,
- c) Requests to testify by telephone or submit a sworn written statement,
- d) Subpoena requests, and
- e) Act on any other legally allowed or required BOR matters.

Review Notices of Intent to File Objections.

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

Consider/act on scheduling additional BOR Date(s). Next meeting will be June 19, 2023 at 6:00 pm.

On a motion by Sup. Shibler and seconded by Sup. Kouba, moved to adjourn until June 19, 2023. Motion approved on a vote of 6 in favor.

The meeting adjourned at 7:18 p.m.

Minutes approved June 13, 2023

Susan Kornely, Clerk