



TOWN OF DOVER

4110 South Beaumont Avenue Kansasville, WI 53139

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Web Site: www.townofdoverwi.com

BOARD OF REVIEW MINUTES

MONDAY, MAY 20, 2024 5:00 pm

**4110 South Beaumont Avenue (Dover Town Hall)
Kansasville, WI Racine County**

1. **Call Board of Review (BOR) to order & Meeting Recording Announcement:** Chairman Sam Stratton called the Town Board Meeting to order at 5:00pm.
2. **Roll Call:** Chairman Sam Stratton, 1st Supervisor Mike Shenkenberg, 2nd Supervisor Jared Guillien, Janice Hansen Community Member, Cal Magnan Magnan Assessment Service, Clerk/Treasurer Camille Gerou
3. **Confirmation of appropriate BOR and Open Meetings notices:** The clerk confirmed the meetings were properly noticed.
4. **Election of the BOR Chairperson:** Janice Hansen nominated Sam Stratton for Chair, seconded by Mike Shenkenberg. All were in favor. Motion carried.
5. **Election of the BOR Vice-Chairperson:** Mike Shenkenberg nominated Jared Guillien, seconded by Sam Stratton. All were in favor. Motion carried.
6. **Verification that at least one BOR member has met the annual mandatory training requirements:** Jared Guillien completed the mandatory training.
7. **Verify that the Town has an ordinance for the confidentiality of income and expense information provided to the Assessor under state law (Wis. Stat. §70.47(7)(af)):** Dover's ordinance was reviewed and updated by Attorney Ludwig. The Town Board voted to sign the revised ordinance on May 13, 2024 at the Town Board meeting.
8. **Review of new laws:** Cal Magnan noted that personal property is no longer in effect.
9. **Adoption of amendment to policy regarding the procedure for sworn telephone testimony and sworn written testimony:** This is covered by the May 13, 2024 updated Dover's ordinance.
10. **Adoption of policy regarding the procedure for waiver of BOR hearing requests:** This is covered by the May 13, 2024 updated Dover's ordinance.
11. **Receipt of the Assessment Roll by the Clerk from the Assessor:** The clerk and Assessor confirmed this was completed. Cal Magnan stated that 2023 Assessed Value was \$519,255,500.00 versus 2024 Assessed Value of \$526,235,200.00. Seven open books appointments occurred with two amendments made.
12. **Receive the Assessment Roll and sworn statements from the Clerk:** There were no sworn statements from the public as no one came forward.
13. **Review the Assessment Roll and perform statutory duties by examining the roll, correcting description, or calculation errors, adding omitted property, and eliminating double assessed property:** Cal Magnan and the clerk completed this task.

14. **Discussion/Action- Certify all corrections of error under state law (Wis. Stat. §70.43):** Cal Magnan completed.
15. **Discussion/Action- Verify with Assessor that open book changes are included in the assessment roll:** The assessor confirmed that open book changes were included.
16. **Allow taxpayers to examine assessment data:** No one was present to examine the assessment data on the evening of the Board of Review. Open Book was held May 7, 2024 when taxpayers also had the opportunity to view the assessment book.
17. **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 property owners came forward.
18. **Review Notices of Intent to File Objection:** No property owners came forward.
19. **Proceed to hear objections, if any and if proper notice/waivers given, unless scheduled for another date:** No Objections were received/filed.
20. **Consider/act on scheduling additional BOR Date(s):** No additional dates/times were needed.
21. **Signature of Statement of Affidavit from Magnan Assessment, Cal Magnan:** Completed.
22. **Adjourn (to future date if necessary).** No future date was needed.
23. **Motion to Enter into Closed Session under Wisconsin State Statute 19.85(1) (c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and under Wisconsin State Statute 19.85(1) (e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and Wisconsin State Statute 19.85(1) (g) concerning legal advice related to litigation. Estimated time of closed session will be approximately a half hour:** No closed session was needed.
24. **Motion to Enter into Open Session:** No closed session was held.
25. **All Business of Closed Session:** No closed session was held.
26. **Adjournment:** Janice Hanson made the motion to adjourn the meeting, seconded by Mike Shenkenberg at 7:01pm. All were in favor.

Dated this 22nd day of May 2024
Camille Gerou Clerk/Treasurer