TOWN OF SCHLEY BOARD OF REVIEW MEETING MINUTES
WEDNESDAY, MAY 13, 2026 – 6:00 P.M. - 8:00 P.M.
SCHLEY TOWN HALL – W1696 CTY RD C, MERRILL, WI

1. Call Board of Review (BOR) to Order – Clerk Dallman called the Board of Review to order at 6:00 p.m.

2. Pledge of Allegiance

3. Roll Call – Klimek, Brown, Leopold, Dallman, and Assessor Vosburgh.

4. Confirmation of appropriate BOR and Open Meetings notices - Verification of postings by Leopold, Brown, and Klimek.

5. Select BOR chairperson and vice chairperson - Motion by Brown to nominate Leopold as BOR chairperson, 2nd by Klimek. All ayes. Motion carried. Motion by Klimek to nominate Brown as BOR vice chairperson, 2nd by Leopold. All ayes. Motion carried.

6. Verify that at least one BOR member has met the mandatory training requirements – Klimek, Brown, Leopold, and Dallman have met the mandatory Board of Review training requirements provided by the UW-Extension.

7. Verify that the Town has an ordinance for the confidentiality of income and expense information provide to the Assessor under state law (Wis. Stat. §70.47(7)(af)).- BOR members reviewed the ordinance that was approved on 6/13/2022. No changes needed.

8. Review of new laws – Vosburgh provided information on tax exemption for licensed campgrounds and communication towers

9. Review policy for sworn telephone testimony and sworn written testimony – BOR members reviewed the policy that was approved on 5/20/2024. No changes needed.

10. Review policy regarding the procedure for waiver of BOR hearing requests – BOR members reviewed the policy that was approved on 5/20/2024. No changes needed.

11. Filing and summary of Annual Assessment Report (including level of assessment) by Assessor - Vosburgh stated that this is no longer required. Towns must be in compliance once every 5 years with the last revaluation being done in 2022. The next revaluation will be done in 2028.

12. Receipt of the assessment roll by the Clerk from the Assessor - Clerk Dallman received the assessment roll from Vosburgh.

13. Receive the Assessment Roll and sworn statements from the Clerk - BOR members received the assessment roll and sworn statements from Clerk Dallman.

14. Review the Assessment Roll and perform statutory duties:
    - Examine the roll – BOR members reviewed the roll.
    - Correct description or calculation errors - no description or calculation errors found.
    - Add omitted property – no omitted properties found.
    - Eliminate double assessed property – no double assessments found.

15. Discussion/Action – Certify all corrections of error under State law (Wis. Stat. 70.43) - No corrections on errors needed.

16. Discussion/Action – Verify with the Assessor that open book changes are included in the assessment roll - Vosburgh stated that no open book changes occurred.

17. Allow taxpayers to examine assessment data - No taxpayers present to examine assessment data.

18. During the first 2 hours, consideration of:
    - Waivers of the required 48-hour notice of intent to file an objection when there is good cause – No waivers received.
    - Requests for waiver of the BOR hearing allowing the property owner an appeal directly to the circuit court – No requests received.
    - Requests to testify by telephone or submit a sworn written statement – No requests received.
    - Subpoena requests – No subpoena requests received.
    - Act on any other legally allowed or required BOR matters – No other matters to act on.

19. Review Notices of Intent to File Objection (if any) – No Notices of Intent to File Objection received.

20. Proceed to hear objections, if any and if proper notice/waivers given, unless scheduled for another date – No hearing objections received.

21. Consider/act on scheduled additional BOR date(s) – No additional BOR dates needed.

22. Adjourn (to future date if necessary) - Being no further BOR dates needed, motion by Leopold to adjourn the BOR meeting, 2nd by Brown. All ayes. Motion carried. Meeting adjourned at 8:00 p.m.

Submitted by: Becky Dallman, Town of Schley Clerk

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