

Town of Stubbs Board of Review Minutes • September 24, 2024

Meeting called to order at 5.39 PM

Pledge of Allegiance

Present: Annie Huiras, Pam Bonczyk, Tom Cudo, Caroline VanDerLoop,

Others present: Steve Kuenster, assessor, Rebecca Martin-Potter

Confirmation of Board of Review and Open Book Meeting notices. The Clerk posted abbreviated notices this year 30 days before the meetings on the website and on the notice board. The full notices will be used going forward.

Select a Chairperson for Board of Review : Motion by Tom Cudo/Pam Bonczyk 2nd to approve Annie Huiras as BOR Chairman. Motion carried.

Select a Vice-Chairperson for Board of Review : Motion by Tom Cudo/Annie Huiras 2nd to approve Pam Bonczyk as BOR Vice-Chairman. Motion carried.

Select a Clerk for Board of Review : Motion by Tom Cudo/Annie Huiras 2nd to approve Caroline VanDerLoop as BOR Clerk. Motion carried.

Verify that a member has met the mandatory training requirements: Clerk provided affidavit for the training reported online. Annie Huiras was trained this year.

Verify that the Town has an ordinance for confidentiality of income and expense information provided to the assessor under state law (sec. 70.47 (7)(af)) Verified. Copy of ordinance attached.

Review the new laws: No new laws. Assessor gave an explanation of a law that is pending changing the way properties are assessed. This law is still in committee.

Adoption of policy regarding procedure for sworn telephone testimony and sworn written testimony:
These Policies are in place.

Adaption of policy regarding the procedure for waiver of Board of Review hearing requests:
These Policies are in place.

Receipt of the Assessment Roll by the Clerk from the Assessor's Office: This was done.

Receive the Assessment Roll and sworn statement from the Clerk: This was done.

Receive the Assessment Roll and perform statutory duties:

Examine the roll

Correct description or calculation errors, add omitted property

Eliminate double assessed property

These were done.

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

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

These were tabbed and included.

Review Notices of Intent to File Objections: None were submitted.

Proceed to hear objections: None were submitted

Motion by Pam Bonczyk / Tom Cudo 2nd to adjourn meeting. Motion carried.

Meeting adjourned at 7:39 pm.

Posted at the Town Hall and on the Town Website on 25 September 2024

_____ *Caroline VanDerLoop* _____ 24 September 2024 _____
Caroline VanDerLoop, Clerk Date