VILLAGE OF PARK RIDGE
MINUTES OF THE ANNUAL BOARD OF REVIEW
APRIL 24, 2023
VILLAGE HALL

The Board of Review was opened at 1:30 p.m. on April 24, 2023, by Village President Steve Menzel.

Roll call was taken. Board of Review members in attendance were Steve Menzel, Dan Holloway, Kristin Paulson. Also attending were Assessor Todd Pauls, Clerk/Treasurer Shanna Behrend, and Clerk in training Katie McKelvey. Certified Board of Review members were Steve Menzel.

Holloway made a motion to elect Menzel as Chairperson of the Board of Review. Seconded by Paulson. Holloway made a motion to elect Paulson as Vice-Chairperson of the Board of Review. Seconded by Menzel. Carried by voice vote. No negative votes

The Clerk noted that the required notice was published in the Portage County Gazette at least 15 days prior to the Open Book and Board of Review. The postings were properly posted 15 days prior to the Open Book and Board of Review in the three public places and on the Village Hall front and rear doors.

The Assessor confirmed that the notices of assessment changes were mailed at least 15 days prior to the Board of Review.

The assessment roll was reviewed during Open Book, which was held from 12 pm until 2 pm on April 17, 2023.

The level of assessment for Park Ridge is approximately 80% of fair market value.

The affidavit attached to the assessment roll was signed by the Assessor and his signature was attested to by the Clerk.

No one appeared to contest his/her assessment. At 3:30 pm, Menzel noted that the Board of Review had met for the statutory two hours, and no one appeared before the Board.

Menzel made a motion to adjourn the Board of Review at 3:30 p.m.

S. Behrend

Shanna Behrend
Village Clerk

Steve Menzel

Steve Menzel
Board of Review Chairperson