



MINUTES

Board of Review Meeting

6:00 PM - Tuesday, May 28, 2024

Village Hall, 620 W Main St., Newburg, Wisconsin

1. OPENING OF MEETING

The public has been notified of this meeting in accordance with section 19.83 and 19.84, Wis. Stats, in such form that apprised the general public and news media of subject matter that is intended for consideration and action.

2. ROLL CALL

President Dave DeLuka, Administrator Wendelborn, Trustee Kevin Kohn, Trustee Mike Heili, Trustee Paul Zimdars, Clerk Brandy Loveland Seelow and Deputy Clerk Heather Wellman.

All members except Trustee Zimdars were present at the beginning of the meeting, 6-1. A quorum was met and the meeting was called to order at 6:10pm. Trustee Zimdars arrived at approximately 6:35pm.

3. APPOINTMENT OF COMMITTEE CHAIR AND VICE-CHAIR

Clerk Loveland Seelow motioned to appoint President DeLuka as Committee Chair, seconded by Trustee Heili. Motion prevailed by a voice vote of 6-0-1.(Absent - Zimdars)

Trustee Heili motioned to appoint Trustee Kohn and Vice-Chair, seconded by Clerk Loveland Seelow. Motion prevailed by a voice vote of 6-0-1. (Absent - Zimdars)

4. VERIFICATION OF MANDATORY TRAINING

Brandy Loveland Seelow and Heather Wellman have met the training requirements needed to conduct the BOR meeting.

5. REVIEW PROCEDURES

- General Procedures.

- Video attendance at sworn testimony at BOR meetings are allowed under the condition that speakers show their government-issued photo ID as part of the video testimony and that requests to attend by video are submitted to the clerk at least 2 days in advance of the meeting. (Adopted at 2020-05-26)

None were submitted.

- An attendee wishing to file an objection must provide the clerk 48-hours advance notice so that the assessor may pull records and discuss with the taxpayer before the meeting occurs. However, the assessor and an owner may jointly agree to waive the 48-hour time period before an objection hearing. (Adopted at 2020-05-26)

None were submitted.

- Questions or concerns about the confidentiality of income and expense information shall be guided by Village of Newburg Ordinance 2017-06, specifically that the information is not subject to the right of inspection or copying other than for the assessor and others to discharge duties imposed by their office. (Adopted at 2017-06-20)

None were submitted.

6. FILING AND SUMMARY OF THE ANNUAL ASSESSMENT REPORT BY THE ASSESSOR'S OFFICE

Signed affidavit presented to the Clerk from Catalis Assessor, Eric Feavel.

7. RECEIPT OF THE ASSESSMENT ROLL BY THE VILLAGE CLERK FROM THE ASSESSOR

Received from the Assessor at this meeting. ERic Feavel, Catalis along with complete list of all sales for the past year.

8. ASSESSOR'S DELIVERY OF THE ASSESSMENT ROLL TO THE VILLAGE CLERK AND REVIEW OF THE ASSESSMENT ROLL AND PERFORMANCE OF STATUTORY DUTIES

- A. Examine the roll, correct description or calculation errors, addition of omitted properties, and elimination of double-assessed properties.

The assessor states that all rolls are 100% complete with no Open Book changes.

- B. Discussion and possible action: Certification of all corrections of error under state law. (*Sec. 70.43, Wis. Stats.*)

No errors for correction.

- C. Discussion and possible action: Verification with Assessor that all Open Book changes are included in the Assessment Roll

No Open Book changes.

9. CONSIDERATION OF WAIVERS

- A. Waiver of the 48-hour notice of intent to file objection.

None were submitted.

- B. Waiver of the BOR hearing allowing property owners an appeal directly to circuit court.

None were submitted.

- C. Requests to testify by telephone or to submit sworn written statements, subpoena requests, and any other legally allowed BOR matters.

None were submitted.

10. REVIEW NOTICES OF INTENT TO FILE OBJECTIONS

None were presented or submitted.

11. OBJECTIONS / APPEALS ON ASSESSMENTS

None were presented or submitted.

12. RECESS

Motion to enter into a recess was moved by Trustee Heili and seconded Trustee Zimdars. Motion prevailed by a voice vote of. 7-0

13. RECONVENE

Trustee Zimdars motioned to reconvene seconded by Trustee Kohnw. Motion prevailed by a voice vote of 7-0.

14. ADJOURNMENT

Meeting was adjourned at 8:10 pm