



BOARD OF REVIEW MINUTES
Tuesday, May 16, 2023 at 4:00 p.m. – 6:00 p.m.
Ledgeview Community Center
3700 Dickinson Road, De Pere, WI 54115

1. Call to Order

The meeting was called to order by Chairman P. Danen at 4:00 p.m.

2. Roll Call

Present were Chairperson Phil Danen, Supervisors Renee Van Rossum, Mark Danen, Alan Matzke and Karie Kellam.

Staff present was Clerk Jennifer Broich, Treasurer Renae Peters, and Assessor Michael Denor.

3. Confirmation of appropriate BOR and Open Meeting notices.

4. Select a Chairperson for BOR.

Motion made by P. Danen nominated K. Kellam as Chairperson, **seconded by** M. Danen. Motion carried in an unanimous vote, 5-0.

5. Select a BOR Vice-Chairperson.

Motion made by K. Kellam nominated P. Danen as Vice-Chairperson, **seconded by** A. Matzke. Motion carried by a vote of 5-1.

6. Verify that at least one BOR member has met the annual mandatory training requirements.

Clerk verified that requirements were met by Supervisor K. Kellam and info was submitted to the Department of Revenue.

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)]

Verified by Ordinance O-2004-10.

8. Review of new laws.

9. Filing and summary of Annual Assessment Report by Assessor's Office.

10. Receipt of the assessment roll by the Clerk & Treasurer from the Assessor.

11. Receive the Assessment Roll and sworn statement from the Clerk.

12. Review the Assessment Roll and perform statutory duties:

- a. Examine the roll,
- b. Correct description or calculation errors,
- c. Add omitted property, and
- d. Eliminate double assessed property.

13. **Discussion / Action – Certify all corrections of error under state law (Wis. Stat. §70.43).**
14. **Discussion / Action – Verify with the Assessor that open book changes are included in the assessment roll.**

Assessor explained there were approximately five or six residents who called the Assessor to discuss their assessment and changes were made.
15. **Allow taxpayers to examine assessment data.**
16. **During the first two hours, consideration of:**
 - a. **Waives of the required 48-hour notice of intent to file an objection when there is good cause,**
 - b. **Requests for waiver of the BOR hearing allowing the property owner an appeal directly to the circuit court,**
 - c. **Requests to testify by telephone or submit a sworn written statement,**
 - d. **Subpoena requests, and**
 - e. **Act on any other legally allowed or required BOR matters.**
17. **Review Notices of Intent to File Objection.**
18. **Proceed to hear objections, if any and if proper notice / waivers given, unless scheduled for another date.**
19. **Consider / act on scheduling additional BOR Date(s).**
20. **Adjourn (to future date if necessary).**

Motion made by P. Danen to adjourn, seconded by M. Danen. No further discussion. Motion carried by a voice vote of 4-0 as A. Matzke was excused at 5:51 p.m. Meeting adjourned at 6:00 p.m.

Respectfully submitted,
Jennifer L. Broich
Clerk

Approved at the June 20, 2023 Town Board Meeting.