



MINUTES OF BOARD OF REVIEW

DATE: Monday, June 22, 2020

TIME: 5:30pm

LOCATION: Combined Locks Civic Center Council
Chambers, 405 Wallace Street

1. **Call to order:** Meeting was called to order by President Neumeier at 5:30pm
2. **Roll call:** Members present – Neumeier, Stutzman, Schinke, Rietveld, Vander Wielen, and Vander Zanden. Members absent – Krueger. Others present – Administrator/Clerk Treasurer Shampo-Giese, Assessor Danielson and Assessor Ratajczak of Accurate Appraisal
3. **Confirmation of appropriate Board of Review & Open Book notices posted and published:** Clerk Giese confirmed posting of these notices at the Combined Locks Post Office, Combined Locks Civic Center and Combined Locks website. She also confirmed publication of the notices in the Times Villager.
4. **Select a Chairperson for Board of Review:** T. Stutzman nominated J. Neumeier as Chairperson for the BOR. C. Vander Zanden seconded the nomination. The nomination was accepted and passed unanimously via voice vote.
5. **Select a Vice-Chairperson for Board of Review:** M. Rietveld nominated T. Stutzman as Vice-Chairperson for BOR. B. Schinke seconded the nomination. The nomination was accepted and passed unanimously via voice vote.
6. **Verify that a member has met the mandatory training requirements:** The Clerk reported that T. Stutzman, M. Rietveld, K. Vander Wielen, and she had completed the mandatory training requirements.
7. **Review of new laws:** It was noted that the new laws centered around virtual meetings and virtual open book sessions due to COVID-19 concerns
8. **Filing and summary of Annual Assessment Report by Village Assessor:** This report is no longer necessary as per Assessor Danielson.
9. **Receipt of the Assessment Roll by Clerk from the Assessor:** The assessment roll was received.
10. **Receive the Assessment Roll and sworn statements from the Clerk:** The sworn statements were reviewed and filed by the Clerk.
11. **Review the Assessment Roll and perform statutory duties:**
 - Examine the roll
 - Correct description or calculation errors
 - Add Omitted property, and
 - Eliminate double assessed propertyBOR members completed these tasks during the two hour meeting.
12. **Discuss/Action – Certify all corrections of error under state law (Sec 70.43, Wis Stats):** Confirmed by Assessor
13. **Discuss/Action – Verify with the assessor that open book changes are included in the assessment roll:** Confirmed by Assessor
14. **Allow taxpayers to examine assessment data:** No taxpayers were present to examine the assessment data
15. **During the first two hours, consideration of:**
 - *Waivers of the required 48-hour notice of intent to file an objection when there is good cause

***Requests for waiver of the BOR hearing allowing the property owner to appeal directly to circuit court**

***Act on any other legally allowed/required Board of Review matters**

None of these requests were received.

16. Review Notices of Intent to File Objection, if applicable: No notices were received.

17. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date: No requests for objection hearings were received.

18. Consider/act on scheduling additional Board of Review Date(s): Not applicable

19. Adjourn (to future date if necessary): C. Vander Zanden made a motion to adjourn the BOR for 2020. T. Stutzman seconded the motion, and it passed unanimously.