

**BOARD OF REVIEW
Minutes**

May 17, 2018

City Hall Conference Room

4:00 pm

CALL TO ORDER:

Mayor Gary Deiter called the meeting to order at 4:00 pm.

ROLL CALL:

Present were Mayor Gary Deiter, Mel Edinger, Vicki Shafran, Wally Sonnabend, and City Administrator/Clerk-Treasurer Lori Gosz. Also present was Accurate Appraisal Representatives Jim Danielson and Sarah Rathsack.

NOMINATION FOR CHAIRMAN:

Motion – Gosz moved to nominate and cast a unanimous ballot for Gary Deiter as Chairperson for the 2018 Board of Review. Seconded by Shafran. Call vote. Motion carried unanimously.

Motion – Deiter moved to nominate and cast a unanimous ballot for Mel Edinger as Vice Chairperson for the 2018 Board of Review. Seconded by Shafran. Call vote. Motion carried.

ANNOUNCEMENT THAT THE BOARD OF REVIEW IS NOW IN SESSION:

Chairperson Deiter announced that the 2018 Board of Review is now in session.

CONFIRMATION OF PUBLIC NOTICE:

Gosz confirmed that the Notice of the Board of Review for 2018 was published as a Class 1 notice in the Brillion News on April 26, 2018 and that the agenda for this meeting of Board of Review was posted in three public locations on Thursday, May 10, 2018.

VERIFICATION OF MANDATORY TRAINING REQUIREMENTS SPECIFIED IN SEC. 70.46 (4) WIS. STAT. HAS BEEN MET:

Gosz confirmed that the mandatory training requirements specified in Sec. 70.46 (4) Wis. Stat. has been met and that the training affidavit was submitted to the Wisconsin Department of Revenue on May 1, 2018.

VERIFICATION THAT THE CITY HAS AN ORDINANCE FOR THE CONFIDENTIALITY OF INCOME AND EXPENSE INFORMATION PROVIDED TO THE ASSESSOR UNDER STATE LAW (SEC 70.47(F) (AF) :

Gosz confirmed that the City has adopted an Ordinance for the confidentiality of income and expense information provided to the Assessor under State Law (Sec 70.47(f) (af).

REVIEW OF NEW BOARD OF REVIEW LAWS:

Gosz reported State Law (Sec 70.47(f)(af) requires the Board of Review to meet annually during a 45 day period, starting the fourth Monday of April; no sooner than seven (7) days after the last day the assessment roll is open for examination.

RECEIVE AND REVIEW THE ASSESSMENT ROLL AND SWORN STATEMENTS FROM THE CLERK:

Assessor Jim Danielson presented the 2018 Assessment Roll which was received and verified by Administrator/Clerk-Treasurer Gosz. Gosz administered the Official Oath of Office to Jim Danielson as the Assessor for the City of Brillion for the 2018 Board of Review.

VERIFY WITH THE AESSOR THAT ALL CORRECTIONS OF ERROR AND OPEN BOOK CHANGES ARE INCLUDED IN THE ASSESSMENT ROLL:

Assessor Danielson verified that all corrections of error and open book changes are included in the Assessment Roll. Gosz witnessed that the Assessor's Affidavit has been signed.

HEAR, DELIBERATE AND DETERMINE EACH OBJECTION CASE:

Administrator/Clerk-Treasurer Gosz reported no objection forms have been received.

(tape was stopped at 4:06 pm)

(tape recorder was started at 6:00 pm)

DISCUSS FUTURE MEETING DATE IF NEEDED:

None needed.

ADJOURNMENT:

Motion – Edinger moved to adjourn the Board of Review for 2018. Second by Sonnabend. Call vote. Motion carried unanimously. The meeting was adjourned at 6:00 pm.

Lori M. Gosz, Secretary