

**CITY OF GILLETT
BOARD OF REVIEW
Council Chambers – Municipal Building
150 N McKenzie Ave – Gillett, WI 54124**

TUESDAY, JUNE 26, 2018 –4:00PM

Mayor Beaton called the meeting to order at 4pm

1. **Roll Call**
2. **Present: Board of Review Members:** Mayor James Beaton, Clerk Treasurer Kimberly Gruetzmacher, Alderperson Josh McCarthy.
Assessor: Ryan Raatz from R & R Assessing
Others Present: None
3. Confirmation of appropriate Board of Review and Open Meetings notices.
Clerk verified that appropriate notices and open meeting law was complied with.
4. Select a Chairperson for BOR.
MOTION: McCarthy/Gruetzmacher
Motion to Nominate James Beaton as Chairperson of Board of Review.
Voice Vote: All Ayes **MOTION CARRIED**
5. Select a Vice-Chairperson for BOR.
MOTION: McCarthy/Beaton
Motion to Nominate Kim Gruetzmacher as Vice Chairperson for Board of Review.
Voice Vote: All Ayes **MOTION CARRIED**
6. Verification of a member meeting the mandatory training requirements specified in Sec. 70.46(4).
Clerk verified that she completed training and Affidavit was submitted to the State.
7. 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(7)(af).
Clerk stated City has an ordinance in place.
8. Review of new laws.
Ryan Raatz, Assessor at R & R Assessing provided details on new laws in 2018 that included update to personal property and Board of Review cannot deny access to Board of Review if a homeowner denies interior access to assessor.
9. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony.
Chairperson Beaton stated we will accept telephone testimony and sworn written testimony.

10. Adoption of policy regarding the procedure for waiver of BOR hearing requests.
Chairperson Beaton stated we will accept waiver of BOR hearing requests.

11. Examination of Tax Roll

Assessment Roll was reviewed for any errors & omissions.

12. Consideration of:

a. Waivers of the required 48-hour notice of intent to file an objection

b. Requests for waiver of the BOR hearing

c. Requests to testify by telephone or submit written statements

d. Subpoena request

e. Other legally allowed/required BOR matters

No public present and no one schedule for objections.

13. Review Notices of Intent to File objections.

No public present and no one schedule for objections.

14. Proceed to hear objections, unless scheduled for another date.

No public present and no one schedule for objections.

15. Consider/act on scheduling additional BOR date(s), if necessary.

No public present and no one schedule for objections.

14. Adjourn

MOTION: McCarthy/Gruetzmacher

Motion to Adjourn Board of Review.

Voice Vote: All Ayes MOTION CARRIED

Adjournment at 6:00pm.

Respectfully Submitted by
Kim Gruetzmacher, Clerk Treasurer