

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

TUESDAY, JUNE 2, 2020 –4:00PM

Clerk called the meeting to order at 4pm

1. **Roll Call**
2. **Present: Board of Review Members:** Mayor Josh McCarthy, Clerk Treasurer Kimberly Gruetzmacher, Alderperson Matthew Stroik.
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 Matthew Stroik as Chairperson of Board of Review.
Voice Vote: All Ayes **MOTION CARRIED**
5. Select a Vice-Chairperson for BOR.
MOTION: McCarthy/Stroik
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 prior training has been completed 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 that no new laws in 2020 to discuss.
9. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony.
Chairperson Stroik stated we will accept telephone testimony and sworn written testimony.
10. Adoption of policy regarding the procedure for waiver of BOR hearing requests.
Chairperson Stroik stated we will accept waiver of BOR hearing requests.
11. Filing and summary of Annual Assessment Report by Assessor's Office.

12. Receipt of assessment roll from Assessor
13. Receive the Assessment Roll and sworn statement from the clerk
Clerk signs statement.
14. Review the Assessment Roll and Perform Statutory Duties
 - a. Examination of Tax Roll
 - b. Correct description or calculation errors
 - c. Add omitted property, and
 - d. Eliminate double assessed property.Assessment Roll was reviewed for any errors & omissions.
15. Discussion/Action – Certify all corrections of error under state law (Wis. Stats. 70.43)
16. Discussion/Action – Verify with the assessor that open book changes are included in assessment roll.
17. Allow taxpayers to examine assessment data.
No public present and no one scheduled for objections
18. Consideration of:
 - a. Waivers 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
 - c. Requests to testify by telephone or submit written statements
 - d. Subpoena request
 - e. Other legally allowed/required BOR mattersNo public present and no one scheduled for objections.
19. Review Notices of Intent to File objections.
No public present and no one scheduled for objections
20. Proceed to hear objections, unless scheduled for another date.
No public present and no one scheduled for objections
21. Consider/act on scheduling additional BOR date(s), if necessary.
No public present and no one scheduled for objections
22. Adjourn
MOTION: Stroik/McCarthy
Motion to Adjourn Board of Review.
Voice Vote: All Ayes MOTION CARRIED
Adjournment at 6:00pm.

Respectfully Submitted by
Kim Gruetzmacher, Clerk Treasurer