

**VILLAGE OF SUSSEX
SUSSEX, WISCONSIN**

**Minutes of the Board of Review Meeting of
May 26, 2021**

President Village Clerk Sam Liebert called the meeting to order at 5:00pm.

Roll Call

Members present: President Anthony LeDonne (arrived 5:33pm), Lee Uecker, and Sam Liebert.

Members excused: None

Also present: Village Assessor, Village Attorney, and members of the Public.

Confirmation of appropriate Board of Review and Open Meetings notices

Mr. Liebert confirmed all required notices were posted per state statutes.

Select Chairperson for 2021 Board of Review

Motion by Uecker, Seconded by Liebert to select President LeDonne as the chairperson for the 2021 Board of Review. Motion Carried 2-0

Select Vice-Chairperson for 2021 Board of Review

Motion by Liebert, Seconded by Uecker to select Trustee Uecker as the Vice-chairperson for the 2021 Board of Review. Motion Carried 2-0

Verify a board member has met mandatory training requirement

Mr. Liebert provided the Board of Review Member Training Affidavit for all three members.

Verify that the Village has an ordinance for the confidentiality of income and expense information provided by the assessor under state law – Sec. 70.47(7)(af)

Section 3.12(1) of the Village Code was included in the meeting packet.

Review of new laws

The Village Attorney reviewed new laws and information relevant to the Board.

Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony

Motion by Uecker, Seconded by Liebert to adopt the policy regarding the procedure for sworn telephone testimony and sworn written testimony. Motion carried 2-0

Adoption of policy regarding the procedure for waiver of Board of Review hearing requests

Motion by Uecker, seconded by Liebert to adopt the policy regarding the procedure for waiver of Board of Review hearing requests. Motion carried 2-0

Update from Assessor's Office

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

Receipt of the assessment roll by the Clerk from the Assessor

Receive the Assessment Roll and sworn statements from the clerk

Review the 2021 Assessment Roll and Perform Statutory Duties:

Discussion/Action to certify all corrections of error under state law – Wis. Stats. Sec. 70.43)

Motion by LeDonne, seconded by Uecker to certify all corrections made by the assessor.

Motion carried 3-0

Discussion/Action regarding verification from the Assessor that open book changes are included in the assessment roll

The Board verified all changes from the open book period are included in the assessment roll.

Allow taxpayers to examine assessment data

During the first two hours, grant:

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 an appeal directly to circuit court

Requests to testify by telephone or submit sworn written statement

Subpoena requests

Act on any other legally allowed, required matters

None

Review Notices of Intent to File Objection

Motion by LeDonne, seconded by Uecker to reject the request made by Mary Beardsley for W240N6653 Maple Avenue. She did not appear at the Board of Review meeting.

Motion carried 3-0

Motion by LeDonne, seconded by Uecker to grant the request of Blue Boys 2, LLC for N64W22622 Main Street, Tax Key #SUXV0239-994-004 for a waiver to circuit court.

Motion carried 3-0

Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date

None

Consider/act on scheduling additional Board of Review Date(s)

None

Adjournment

Motion by Liebert seconded by Uecker to adjourn the 2021 Board of Review at 7:03pm.

All voted Aye; Motion Carried

Respectfully submitted,

Samuel Liebert

Administrative Services Director, Clerk/Treasurer