

**VILLAGE OF SUSSEX
SUSSEX, WISCONSIN**

**Minutes of the Board of Review Meeting of
May 14, 2024**

President LaDonne called the meeting to order at 4:00pm.

Roll Call

Members present: President Anthony LeDonne, Lee Uecker, and Jennifer Moore.

Members excused: None

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

Confirmation of appropriate Board of Review and Open Meetings notices

Ms. Moore confirmed all required notices were posted per state statutes.

Select Chairperson for 2024 Board of Review

Motion by Uecker, seconded by Moore to select President LeDonne as the chairperson for the 2024 Board of Review. All voted Aye; Motion Carried

Select Vice-Chairperson for 2024 Board of Review

Motion by LeDonne, seconded by Moore to select Trustee Uecker as the Vice-chairperson for the 2024 Board of Review. All voted Aye; Motion Carried

Verify a board member has met mandatory training requirement

Ms. Moore provided the Board of Review Member Training Affidavit.

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

The previously adopted policy was reviewed.

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

The previously adopted policy was reviewed.

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 Assessment Roll and Perform Statutory Duties:

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

No corrections, no action required.

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

None

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 LeDonne seconded by Uecker to adjourn the 2024 Board of Review at 6:00pm.

All voted Aye; Motion Carried

Respectfully submitted,

Jennifer Moore
Village Clerk