

BOARD OF REVIEW
Thursday, May 30, 2024, 4:00 p.m.
City Hall, 3rd Floor Council Chambers
31 S. Madison St., Evansville, WI

MINUTES

1. Call to Order by Clerk Hurtley at 4:00 p.m.

2. Roll Call:

Board of Review Members:		Other Members Present:
Dennis Hughes	P	Leah Hurtley, City Clerk
Judy Bratzke	P	Bradley Murdock, Assessor Assoc. Appraisal
Mary Anne Alt	A	
Amanda Drennan	P	
Lauren Evans	A	
Bill Lathrop	P	

- 3. Election of Board of Review Chairperson.** *A nomination was made by Lathrop, seconded by Bratzke to appoint Dennis Hughes as Board of Review Chairperson. Having no other nominations, Hughes was voted Chair 3-0, with Hughes abstaining.*
- 4. Election of Board of Review Vice-Chairperson.** *Lathrop nominated Judy Bratzke as Vice-Chair, Judy declined the nomination. A second nomination was made by Lathrop, seconded by Hughes to appoint Amanda Drennan as Vice-Chairperson. Having no other nominations, Drennan was voted Vice-Chair 3-0, with Drennan abstaining.*
- 5. Motion to Approve the Agenda as presented, by Lathrop, seconded by Bratzke. Motion carried 4-0.**
Lathrop wanted to make note that the Agenda had the word “Revised” after it. Motion was made to highlight this title.
- 6. Motion to waive the reading of the Minutes of the June 14, 2023 Meeting and Approve them as presented, by Bratzke, seconded by Lathrop. Motion carried 4-0.**
- 7. Verify that at least one BOR member has met the Annual Mandatory Training Requirements.** *Clerk Hurtley confirmed that Bill Lathrop completed the 2024 training requirements and holds the signed affidavit in hand.*
- 8. Verify Ordinance for the Confidentiality of Income and Expense Information.** *Hughes confirmed the City has a Confidentiality of Income and Expense Information policy in the City Ordinance.*
- 9. Filing and summary of ~~Annual Assessment Report~~ by Assessor's Office.** *Murdock informed the committee that the Annual Assessment Report is an outdated form that has been replaced by the Municipal Assessment Report “MAR” has replaced it and will be filed after the meeting as it has a due date of June 10th. Hughes asked what the difference was between the two. Murdock explained that the MAR is completed after Board of Review.*
- 10. Review the Assessment Roll and Perform Statutory Duties:**
- Examine the Roll** – *Bradley Murdock, introduced himself to the committee and signed the Assessment Roll as the City’s Assessor.*
 - Correct Description or Calculation Errors** - None
 - Add Omitted Property** – None

Clerk Hurtley questioned if the Grove Partner property on Brown School Road would be considered with this category. Murdock explained this would be included with next year's assessment.

d. Eliminate Double Assessed Property - None

- 11. Discussion and Action - Certify all corrections of error under state law (Wis. Stat. § 70.43).**
- 12. Discussion and Action - Verify with the Assessor that open book changes are included in the assessment roll.**
- 13. Allow Taxpayers to Examine Assessment Data - None**
- 14. Discussion and Action on Any Waivers of The Required 48-Hour Notice of Intent to File an Objection When There is Good Cause**
- 15. Discussion and Action on any Requests for Waiver of The BOR Hearing, Allowing the Property Owner an Appeal Directly to Circuit Court *None*.**
- 16. Discussion and Action on any Requests to Testify by Telephone or Submit Sworn Written Statements. *None*.**
- 17. Discussion and Action on any Subpoena Requests. *None*.**
- 18. Discussion and Action on any other legally allowed or required BOR matters.**
- 19. Review Notices of Intent to File Objection. *None*.**
- 20. Discussion and Action on Objections. *None*.**
- 21. Discussion and Action to Schedule Any Additional Board of Review Meeting Dates, (If Necessary). *No Action Taken*.**
- 22. Motion to Adjourn at 6:00 p.m. by Lathrop, seconded by Drennan. Motion carried 4-0.**

Leah Hurtley, City Clerk