

**Town of Magnolia
Board of Review
June 6, 2018
3:00 P.M to 5:00 P.M.**

Call Board of Review to Order

Called to order at 3:00 p.m. by Chairman Kurt Bartlett.

Roll Call

In attendance were: Town Chairman Kurt Bartlett, Supervisors Ron Sloniker and Dave Olsen, Clerk/Treasurer Graceann Toberman, and Assessor Ray Koscak.

Confirmation of appropriate Board of Review and Open Meetings notices

Toberman confirmed that the long notice was published and posted 45 days before Board of Review. A shorter notice was posted 60 days before.

Select a Chairperson for Board of Review

Nomination by Sloniker, seconded by Olsen, to have Bartlett serve as Chairperson.

Select a Vice-Chairperson for Board of Review

Nomination by Sloniker, seconded by Bartlett, to have Olsen serve as Vice- Chairperson.

Verify that a member has met the mandatory training requirements

Bartlett and Toberman completed the DVD training and test for 2018. Sloniker and Olsen completed the training requirements in 2017.

Verify that the Town has an ordinance for the confidentiality of income and expense information provided to the assessor under state law (sec. 70.47 (7)(af))

The ordinance was adopted in 2008 by the Town of Magnolia.

Review New Laws

All in attendance viewed the new laws section of the 2018 Board of Review training DVD.

Adoption of Policy regarding the Procedure for sworn telephone testimony and sworn written testimony.

Policy was adopted and a copy is attached to these minutes.

Adoption of policy regarding the procedure for Waiver of Board of Review hearing requests.

Policy was adopted and a copy is attached to these minutes.

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

This will be filed after BOR.

Receipts of the Assessment Roll by Clerk from the Assessor

The clerk was given the roll.

Receive the Assessment Roll and Sworn Statements from the Clerk.

There were no sworn statements.

Review the Assessment Roll and Perform Statutory Duties: Examine the roll, Correct description or calculation errors, Add omitted property, and Eliminate double assessed property.

The Board reviewed the roll and found no changes.

Discussion/Action-Certify all corrections of error under state law (sec. 70.43, Wis. Stat.)

No corrections.

Discussion/Action-Verify with the assessor that open book changes are included in the assessment roll.

One Open book change was included in the roll.

Allow taxpayers to examine assessment data.

The assessment data was available to the public.

During the first two hours, consideration of: 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 and appeal directly to circuit court, Requests to testify by telephone or submit sworn written statement, Subpoena requests, and Act on any other legally allowed/required Board of Review matters.

There were no requests.

Review Notices of Intent to File Objection

There were none.

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

No objections.

Consider/act on scheduling additional Board of Review Dates

No more dates were needed.

Adjourn

Board of Review was adjourned at 5:00 p.m.

Recorded by Graceann Toberman, Town Clerk/Treasurer