

Village of Fall Creek
Minutes of Board of Review
June 20, 2016

The Board of Review was called to order at 6:00 p.m. Members present: Tina Jacobson, Wayne Steinke, Dane Zook, Renee Roemhild. Members absent: Chester Goodman. Staff present: Assessor Randy Prochnow.

- MOTION (Steinke/Zook) to nominate Tina Jacobson as chairperson. PASSED, without negative vote.

It was noted that:

- A member of the Board has met the mandatory State training requirement and an affidavit was sent to Department of Revenue.
- The meeting was properly noticed by publishing a legal notice in the *Eau Claire Leader Telegram* and posting at the three designated public places and on the door of the Village Hall.
- The Village does have an ordinance in place regarding confidentiality of information about income and expense that is provided to the assessor.
- The Clerk and the Board will take the time needed in the first two hours of the meeting to review the assessment roll.
- The assessor has signed the affidavit in the assessment roll.
- The assessor held Open Book on June 20, 2106 from 4:00 - 6:00 p.m. and had available the Department of Revenue booklets: *Guide for Property Owners & Property Assessment Appeal Guide for Wisconsin Real Property Owners*. Those booklets are available tonight as well.
- The assessor mailed any notices of assessment changes to property owners on 6/3/16.
- No changes were made at Open Book.

There were no objectors who had filled out an “Intent to File an Objection” form in advance. As noticed in the newspaper & postings, an objector is directed to file the objection form at least 48 hours before the meeting of the Board of Review. However, an objector is allowed to come in during the first two hours of the Board of the Review and fill out objection papers. The objector should be able to show “good cause or extraordinary circumstances” for not filing their objection in a timely manner. The Board would then make a determination if it were willing to waive the required 48-hour notice, and if all parties are in agreement, including the objector and the assessor, the case could then be heard. Chairperson Tina Jacobson stated the Board would remain in session until 8:00 p.m. to see if more objectors appear.

Chairperson Jacobson announced that the time was 8:00 p.m. and no objectors had appeared before the Board of Review to contest their assessment. Chairperson Jacobson closed the Board of Review.

Renee Roemhild, Clerk-Treasurer