

**TOWN OF CUTLER
BOARD OF REVIEW
FRIDAY, July 6, 2018
5:00 PM
Cutler Town Hall
N10846 2nd Avenue,
Camp Douglas, WI 54618**

MEETING MINUTES

1. 5:00 p.m., Martin Potter called Board of Review to order.
2. Roll Call taken; Martin Potter, Curt Jorgensen, James Hayward, Bobbie K Georgeson, and Robert Conant
3. Confirmation of Board of Review and Open Meetings notices posted: Web site, Cutler Town Hall, Eagles Nest, and Bethel Baptist Church. Published in the Juneau County Star Times.
4. Selected Martin Potter as Chairperson for Board of Review.
5. Selected Jim Hayward, Sr. as Vice-Chairperson for Board of Review
6. All board members took the BOR training March 23, 2018. Bobbie electronically filed with the state.
7. The Town has an Ordinance, pending signature during 9 July regular Monthly Meeting, for the confidentiality of income and expense information provided to the assessor under state las (se. 70.47(7)(af)).
8. Review of new laws was accomplished.
9. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony. Martin made a motion, Jim seconded. Motion passed.
10. Adoption of policy regarding the procedure for waiver of Board of Review hearing requests. Martin made a motion, Jim seconded. Motion passes.
11. Filing and summary of Annual Assessment Report by Assessor's Office was accomplished.
12. Receipt of the Assessment Roll by clerk from the Assessor was accomplished.
13. Receive the Assessment roll and sworn statements from the clerk was accomplished.
14. Review the Assessment Roll and Perform Statutory Duties:
 - Examine the roll,
 - Correct description or calculation errors,
 - Add omitted property, and
 - Eliminate double assessed property. All were accomplished.
15. Discussion/Action – Certify all corrections of error under state las (sec. 70.43, Wis. Stats.) N/A
16. Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll. N/A
17. Allow taxpayers to examine assessment data. Accomplished.
18. 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 an appeal directly to circuit court,
 - Requests to testify by telephone or submit sworn written statements,
 - Subpoena requests, and
 - Act on any other legally allowed/required BOR matters. All of the above N/A
19. Review Notices of Intent to File Objection. N/A
20. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date. N/A
21. Consider/act on scheduling additional Board of Review Date(s). N/A
22. Curt made a motion to adjourn, Martin seconded. Motion carried. Adjourn at 7:00 p.m.

Bobbie K Georgeson
Town Clerk
Town of Cutler