

Village of Hobart Board of Review
Wednesday May 9, 2018
8am – 10 am
Hobart Village Office, 2990 S. Pine Tree Rd., Hobart, WI 5415

Minutes

1. Call Board of Review to order. Rich Heidel called the meeting to order at 8:00 am.
2. Roll Call: David Dillenburg, Rich Heidel, Ed Kazik and Debbie Schumacher were present as well as Mike Denor, Assessor for Hobart and Mary Smith, Clerk/Treasurer for Hobart.
3. Confirmation of appropriate Board of Review and Open Meetings Notice. Mary Smith confirmed that the notices had been published and posted for both the Open Book session and the Board of Review Session.
4. Select a Chairperson for the Board of Review. Motion made by Debbie Schumacher, second by Ed Kazik, to nominate Rich Heidel as Chairperson for the 2018 BOR. The motion passed unanimously.
5. Select a Vice-Chairperson for the Board of Review. Motion made by Ed Kazik, second by Debbie Schumacher, to nominate David Dillenburg as Vice-Chairperson for the 2018 BOR. The motion passed unanimously.
6. Verify that a member has met the mandatory training requirements. Rich Heidel explained that Debbie Schumacher has had the training for 2018. Mary Smith confirmed that the training affidavit was submitted to the DOR as required.
7. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony. Motion made by Ed Kazik, second by Rich Heidel, to adopt the Policy for receiving telephone and written sworn testimony. The Board discussed the need to have the person who is appealing present unless there are extenuating circumstances, such as an illness / hospitalization etc. Trying to make a record of a telephone conversation is not possible with the technology the village has at this time. They would also want to be able to cross examine any person testifying and would need to know the person who was giving the testimony. The motion passed unanimously.
8. Adoption of Policy Regarding the Procedure for Waiver of Board of Review Hearing Requests. The Board discussed the policy with Mike Denor and he told the Board that most of the times it would be a large commercial parcel that would want to file for extension. Other times might be with a landowner who just will not take the answers that the assessor has given and they appear every year with the same complaints. Motion made by Rich Heidel, second by Ed Kazik, to adopt the Waiver of Board of Review Hearing Policy. The motion passed unanimously.
9. Filing and summary of Annual Assessment Report by Assessor's Office. Mike Denor presented the report to the Board and explained that this report is a requirement by the DOR. Motion made by Rich Heidel, second by Ed Kazik, to receive and place on file. The motion passed unanimously.
10. Receipt of the Assessment Roll by Clerk from the Assessor. Mike Denor turned over the Assessment roll to Clerk, Mary Smith. The affidavits were signed.
11. Receive the Assessment roll and sworn statements from the clerk. Motion made by Rich Heidel, second by Debbie Schumacher, to receive and place on file the assessment roll for 2018. The motion passed unanimously.
12. Review the Assessment Roll and Perform Statutory Duties: The roll was reviewed.
13. Discussion/ Action – Certify all corrections of error under state law (second by 70.43, Wis. Stats.). There were no corrections made during Board of Review.
14. Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll. Mike Denor stated that all open book changes were completed and the roll was up to date.
15. Allow taxpayers to examine assessment data. There were no taxpayers present.
16. Review Notices of Intent to File Objection. There were no notices filed with the Clerk for Board of Review.
17. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date. No taxpayers were present.

18. Consider/act on scheduling additional Board of Review Date (s). No additional dates are necessary; no taxpayers have submitted any forms for objections.
19. Adjourn (to future date if necessary). Motion made by Debbie Schumacher, second by Ed Kazik, to adjourn the 2018 BOR. The motion passed unanimously. The Board adjourned at 10:00am.

Mary Smith

Village Clerk/Treasurer, Village of Hobart