



VILLAGE OF TWIN LAKES

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BOARD OF REVIEW MEETING Wednesday, June 7, 2023 – 1:00 a.m. Village Hall, 105 E. Main Street, Twin Lakes, WI

MINUTES

Call to Order

Clerk Waswo called the meeting to order at 1:00 p.m.

Roll Call: Members Present: Tim Infusino, Lisa Wallerich, Phil Johnson, Harry Peters, Jeff Gross. Also present Attorney Tim Pruitt, Associated Appraisal Assessor Myles McKown, and Clerk Sabrina Waswo

Confirmation of appropriate BOR and Open Meetings notices

The Board of Review notice was published in the paper on April 21, 2023, posted on the website, and posted on the front door. The meeting notice was sent to the newspaper, posted on the Village Hall front door and Village website.

Selection of Chairperson

Wallerich/Johnson motion to nominate Tim Infusino as Chairperson for the 2023 Board of Review. Motion carried 5-0.

The 2023 Board of Review meeting was turned over to Chairperson Tim Infusino.

Verification that at least one member has met the mandatory training requirements specified in Wis. Stats. § 70.46 (4)

Member Jeff Gross took the training in June. The certification has been filed with the WI Department of Revenue. Harry Peters also attended partial training.

Verification the Village ordinance for Confidentiality of Income and Expense Information has been provided to the Assessor

The ordinance was provided by email to the assessor.

Discussion/Action on Adoption of policy regarding the Procedure for Sworn Telephone Testimony and Sworn Written Testimony

Infusino/Wallerich motion to adopt the policy regarding the procedure for sworn telephone testimony and sworn written testimony. Motion carried 5-0.

Discussion/Action on Adoption of policy regarding the Procedure for Waiver of BOR Hearing Requests

This item is not needed as the Village Board has already adopted the ordinance relating to waiving Board of Review requests.

Announcement that Notices of Assessments were mailed May 11, 2023 and Open Book session was held on May 23, 2023.

Summary of Annual Assessment Report by Assessor’s Office

Assessor McKown stated the assessment ratio is at 72%.

Receive Assessment Roll and Assessor’s Affidavit

Clerk Waswo received the assessment roll and assessor’s affidavit from the assessor.

Review and Examination of Assessment Roll – correct description or calculation errors, add omitted property, and eliminate double assessed property

The Board reviewed the assessment roll.

Discussion/Action on certifying all corrections of errors.

Assessor McKown stated there were 2 properties omitted on Tindalls Nest. Adding these into the roll will need to be approved by the Board.

Wallerich/Johnson motion to accept the omitted property. Motion carried 5-0.

Verification from Assessor that all Open Book changes have been included in the assessment roll

Confirmed by Assessor McKown.

During the first two hours, the board will consider:

- a. Waivers of the required 48-hour notice of intent to file an objection when there is good cause,
- b. Requests for waiver of the BOR hearing allowing the property owner an appeal directly to the circuit court,
- c. Requests to testify by telephone or submit a sworn written statement,
- d. Subpoena requests, and
- e. Act on any other legally allowed or required BOR matters.

Clerk Waswo stated there were no requests for waivers filed with the clerk’s office.

Review Notices of Intent to File Objection

Clerk Waswo stated there were no objections filed with the clerk’s office.

Objectors to be heard

None.

Deliberations and Decisions on Objections

None.

Schedule Additional Board of Review Meeting Dates, if needed

No additional date is needed.

Adjourn

Infusino/Johnson motion to adjourn the Board of Review at 3:01 p.m. Motion carried 5-0.

/s/Sabrina Waswo, Village Clerk