



**MINUTES OF THE 2018 BOARD OF REVIEW MEETING  
MAY 22, 2018**

- I. Call Meeting to Order.** Town Chairman Ray Heidtke called the meeting to order at 6:00 PM and confirmed the meeting was being tape recorded.
- A. Roll Call.** Clerk Oliver called the roll: Paul Huettl, Joe Kufahl, Ray Heidtke, Robert Hartwig, and Marcy Bishop were present. Also present was Town Assessor Michael Grota and Clerk Julia Oliver. Attorney Val Anderson arrived at 6:04 p.m.
- B. Publication verification and meeting notice.** Clerk Oliver stated a Class 1 notice was published in the West Bend News on May 2, 2018. Additionally on May 9, 2018 the notice was posted in the three designated locations in the Town of Jackson, on the Town of Jackson website, and the notice was posted on the door of the Town Hall.
- C. Election of Chairperson.** Motion by Hartwig, seconded by Huettl nominating Ray Heidtke as the Board of Review Chairman. Motion carried without a negative vote.
- D. Verification of Training.** Clerk Oliver stated, "Let the record show that Ray Heidtke, Marcy Bishop and Robert Hartwig attended training on March 2, 2018 so their training is valid until March 1, 2020".
- E. Receive the Assessment Roll and sworn statements from the assessor.** Clerk Oliver stated the final assessment roll was picked up at the Washington County Real Property Lister's office on May 9, 2018. The assessor signed the affidavit today, May 22, 2018 and the affidavit states the assessor mailed the change notices at least 15 days prior to this Board of Review meeting.
- F. Review of the Assessment Roll by Board of Review members.** Heidtke confirmed all members had a chance to review the assessment roll.
- G. Consideration of waivers of the required 48 hour notice of intent to file an objection when there is good cause, waivers of the Board of Review hearing allowing the property owner to appeal directly to circuit court, and policies regarding telephone or sworn written testimony.** Clerk Oliver noted there are no scheduled appointments (objections) however a resident could appear and request a waiver. Heidtke explained that the members need to establish procedures for: 1. Consideration/waiver of the required 48 hour notice of intent to file an objection when there is good cause, 2. waiver by the Board of Review allowing the property owner to appeal directly to circuit court, and 3. policies regarding telephone or sworn written testimony. Heidtke noted that there is no one present making any of the above requests and asked if action on agenda item G should be set aside and revisited if required. It was the consensus of the members that agenda item G will be revisited if required.
- H. Establish procedure for deliberation.** Heidtke explained that the members will need to establish a procedure for deliberation, however there are no cases scheduled. Heidtke asked if

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action on agenda item H should be set aside and revisited if required. It was the consensus of the members that agenda item H will be revisited if required.

- I. Oath of Office for Assessor.** Clerk Oliver confirmed assessor Michael Grota has signed the oath of office.
  
- J. Assessor Comments.** Heidtke asked assessor Grota if he had any comments. Grota provided a “2018 Summary of Reasons for Change” spreadsheet which illustrates value increases and decreases by assessment class. Grota commented on the changes and gave examples of the shifts in the different categories. Grota also commented on two important law changes: 1. if a resident refuses entry by the assessor for property valuation the resident does not forfeit their ability to appear/object at the Board of Review – in the past the refusal of entry voided the resident’s allowance to object at Board of Review, 2. Schedule C of the personal property declaration has new exemptions.
  
- K. Requests for Review or Adjustment** – Clerk Oliver stated there are no requests for review or adjustment scheduled.

The Board of Review met for the mandatory two hours and no cases were heard. The tape recorder was turned back on at 7:59 p.m.

- II. Adjournment** – Motion by Huettl, seconded by Hartwig to adjourn. Motion carried, meeting adjourned at 8:00 PM.

Respectfully submitted,

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Julia Oliver, Town Clerk