

**VILLAGE OF CRIVITZ BOARD OF REVIEW - MINUTES**  
**MONDAY, JUNE 19<sup>TH</sup>, 2023 - 6:00 PM**  
**CRIVITZ VILLAGE HALL, 800 HENRIETTE AVE, CRIVITZ, WI 54114**

Public Present: Ryan Raatz (R & R Assessing)

Committee Present: Michael Strandt, Cory Siebert, Amy Grandaw, Kaitlin Deschane, Jeff Dorschner (until 7pm)

Board of Review (BOR) Called to Order at 6pm

1. Confirmation of appropriate BOR and Open Meetings Notices.
2. Select a Chairperson for BOR: Cory Siebert was nominated and won 4 to 0
3. Select a BOR Vice-Chairperson: Michael Strandt nominated and won 4 to 0.
4. Verify that at least one BOR member has met the mandatory training requirement.
5. Verify that the Village has an ordinance for the confidentiality of income and expense information provided to the Assessor under state law (Wis. Stat. 70.47(7) (af)).
6. Review of new laws: No new laws effecting assessing or board of review.
7. Adoption of amendment to policy regarding the procedure for sworn telephone testimony and sworn written testimony: Village of Crivitz has already adopted this policy.
8. Adoption of policy regarding the procedure for waiver of BOR hearing requests: Village of Crivitz has already adopted this policy.
9. Filing and summary of Annual Assessment Report by Assessor's Office: bypassed no longer required
10. Receive the Assessment Roll and sworn statements from the Clerk.
11. Review the Assessment Roll and perform statutory duties:
  - a. Examine the roll,
  - b. Correct description or calculation errors,
  - c. Add omitted property, and
  - d. Eliminate double assessed property.
12. Discussion/Action – Certify all corrections of error under state law (Wis. Stat. 70.43): Certified by Assessor Ryan Raatz.
13. Discussion/Action – Verify with the Assessor that open book changes are included in the assessment roll: None.
14. Allow taxpayers to examine assessment data: no taxpayer present
15. During the first two hours, consideration of

- a. Waivers of the required 48-hour notice of intent to file an objection when there is good cause: bypass.
  - b. Subpoena requests: bypass.
  - c. Act on any other legally allowed or required BOR matters: bypass.
16. Review Notices of Intent to File Objection: None.
17. Proceed to hear objections, if any and if proper notice/waivers given, unless scheduled for another date: None.
18. Adjourn the meeting at 8pm. All Ayes. Motion Carried.

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Cory Siebert  
Board of Review Chair

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Kaitlin E. Deschane  
Clerk- Treasurer