

VILLAGE OF CRIVITZ BOARD OF REVIEW - MINUTES
THURSDAY, July 16, 2026 - 6:00 PM
CRIVITZ VILLAGE HALL, 800 HENRIETTE AVE, CRIVITZ, WI 54114

Public Present: Ryan Raatz (R & R Assessing), Noreen and Ronald Shubert, Damon Roman

1. Board of Review called to order at 6PM by clerk Elizabeth Moser and announced meeting recording.
2. Roll call of committee members: Ginger Deschane, Melissa Kamps, Ashley Scriven, Cory Siebert, Elizabeth Moser
3. Confirmation of appropriate BOR and Open Meetings Notices. Notice posted June 15, 2026, Agenda posted July 9, 2026 at Associated Bank, Crivitz Post Office, Village Hall, Clerk's door, Website, and Peshtigo Times.
4. Select a Chairperson for BOR: Melissa Kamps was nominated by Elizabeth Moser, seconded by Ashley Scriven and won 4 to 1. (M.Kamps)
5. Select a BOR Vice-Chairperson: Elizabeth Moser was nominated by Ashley Sciven, seconded by Melissa Kamps and won 5 to 0.
6. Verified that at least one BOR member has met the mandatory training requirement. Elizabeth Moser has completed the training and submitted to DOR.
7. Verified 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)). The Clerk has provided a copy to all members.
8. Review of new laws: There are no new laws.
9. Filing and summary of Annual Assessment Report by Assessor's Office: This is not a required report. The Municipal Assessment Report must be filed within 10 days of the Board of Review.
10. Received the Assessment Roll and sworn statements from the Clerk. The Clerk has signed the Assessment Roll.
11. Reviewed 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. Certified all corrections of error under state law (Wis. Stat. 70.43): Certified by Assessor Ryan Raatz. No errors were found.
13. Verified with the Assessor that open book changes are included in the assessment roll: Eight properties were discussed: 121-00387.005, 121-00413.031, 121-00414.001, 121-00414.002, 121-00417.007, 121-00634.001, 121-00840.001, and 121-00907.001.
14. Allow taxpayers to examine assessment data: Shubert's reviewed prior to BOR.
15. Review Notices of Intent to File Objection: One received from Ronald and Noreen Shubert dated July 13, 2026.
16. Proceed to hear objections, if any and if proper notice/waivers given, unless scheduled for another date: Discussion with Shubert's on their assessment. Ginger Deschane left the meeting at 6:40pm. Shubert's left the meeting at 7:11pm.
17. No need to schedule an additional BOR date.
18. Adjourn the meeting at 8pm. Motion made by Ashley Scriven, seconded by Elizabeth Moser, Ayes: 4, Nays:0. Motion Carried.

Melissa Kamps
Board of Review Chair

Elizabeth Moser
Clerk- Treasurer