

**ANNUAL MEETING OF THE BOARD OF REVIEW
VILLAGE OF JUNCTION CITY, PORTAGE COUNTY, WISCONSIN
VILLAGE HALL, 1001 MAIN STREET
WEDNESDAY, MAY 19, 2021**

Members

Present: President Peter Mallek, Trustees Emil Pavelski, John Spreda, Craig Vitort and Brad Wiernik

Excused: Nancy Steuck

Also

Present: Mary Lee and Joe Schaefer, Fred Metzler, Wendy and Brian Zarecki, Jason Gaboda, Judy Moscinski, Bill Tessmer, Alex Peden, Bruce Jelinski and Assessor Terry Vosburgh

Call to order at 7:00 p.m.

Roll call.

Confirmation of appropriate Board of Review and Open Meetings notices.

Moment of Silent Reflection, Pledge of Allegiance.

President Peter Mallek called the meeting to order and the pledge of allegiance was recited. Also stated all the appropriate notices were in place for the meeting.

Elect Chairperson for the Annual Board of Review.

Brad Wiernik was elected Chairperson for the Annual Board of Review.

Elect a Vice-Chairperson for the Annual Board of Review.

John Spreda was elected Vice-Chairperson for the Annual Board of Review.

Verify that a member has met the mandatory training requirements.

Clerk Betty Bruski Mallek verified that members of the board viewed the 2021 University Extension video regarding Board of Review.

Verify that the Village has an ordinance for the confidentiality of income and expense information provided to the assessor under state law (sec. 70.47(7)(af)).

Review of new laws.

Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony.

Adoption of policy regarding the procedure for waiver of Board of Review hearing requests.

Filing and summary of 2021 Annual Assessment Report/Roll by Accurate Appraisal.

All of the above are in place for Board of Review.

Receipt of the 2021 Assessment Roll by Clerk from the Assessor.

Receive the 2021 Assessment Roll and sworn statements from the Clerk.

Review the Assessment Roll and Perform Statutory Duties:

Examine the Roll,

**Correct Description or Calculation Errors,
Add Omitted Property, and
Eliminate Double Assessed Property.**

Discussion/Action – Certified all corrections of error under state law (sec. 70.43).

Discussion/Action – Verify with the assessor that Open Book changes are included in the Assessment Roll.

The Assessment Roll was reviewed by members of the Board and verified with the Assessor that Open Book changes are included in the Assessment Roll.

Consider approval of the 2021 Assessment Roll.

John Spreda **moved**, seconded by Emil Pavelski to approve the 2021 Assessment Roll.

Ayes all, nays none; motion carried.

Allow taxpayers to examine assessment data.

During the first two hours, consideration of:

Waivers of the required 48-hour notice of intent to file an objection when there is good cause,

Requests for waiver of the Board of Review hearing allowing the property owner an appeal directly to circuit court

Requests to testify by telephone or submit sworn written statement,

Subpoena requests, and

Act on any other legally allowed/required Board of Review matters.

Review Notice of Intent to File Objection.

Hear cases for all Property Assessment Objection Forms filed.

Consider cases for Property Assessment Objection Forms filed at the Board of Review (waive 48 hour notice).

Consider/act on scheduling additional Board of Review Date(s).

No village residents appeared before Board of Review this evening.

Adjournment

Craig Vitort **moved**, seconded by Brad Wiernik to adjourn the Board of Review for 2021.

Ayes all, nays none; motion carried.