

Village of Edgar  
Board of Review Meeting Minutes  
June 3, 2002  
Edgar Village Hall

Call to Order/ Roll Call: The Board of Review Meeting was called to order by President Lepak at 8:00 p.m. Trustees Schueller, Schroeder-Schuett, Butt and Streit present. Werner and Hall – absent

Guests: Administrator Lopez and Assessor Greg Schmitt

Agenda approval: Motion Schueller/Streit to approve the agenda as presented. All ayes. Motion carried.

Confirmation of appropriate BOR and Open Meeting notices: The BOR and Open Meeting notice were published according to law by being posted in three physical locations more than 15 days prior to the Open Book.

Select a Chairperson for BOR: Motion Schueller/Streit to designate Lepak as the Chairperson for the Board of Review. All ayes. Motion carried.

Select a BOR Vice-Chairperson: Motion Schueller/Streit to designate Butt as the Vice-Chairperson for the Board of Review. All ayes. Motion carried.

Verify that a member has met the mandatory training requirement: It was stated that Lopez has taken the mandatory training for the Board of Review. An affidavit of Training Participation is on file and was filed with the Department of Revenue.

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): Village Ordinance – Chapter 5 Ethical Standards section 2-5-4 (dd) titled Disclosure of Data Collected by The Assessor meets this requirement.

Review of new laws: It was stated the agenda has added detail on the BOR process from prior years as this was the suggested format presented in the 2020 training materials.

Adoption of policy regarding the procedures for sworn telephone testimony and sworn written testimony: Motion Schueller/Butt to adopt the policy regarding procedures for sworn telephone testimony and sworn written testimony as presented. All Ayes. Motion carried.

Adoption of policy regarding the procedure of waiver of Board of Review hearing requests: Motion Schueller/Butt to adopt the policy regarding the procedure of waiver of Board of Review hearing requests as presented. All Ayes. Motion carried.

Filing and summary of Annual Assessment Roll by clerk from Assessor: The Annual Assessment Roll was presented to the Clerk from the Assessor.

Receive the Assessment roll and sworn statements from the clerk: The sworn statement was signed by both the Assessor and the Clerk.

Review the Assessment Roll and Perform Statutory Duties: The Real Estate and Personal Property tax roll was read aloud; no corrections or calculation errors were found.

Certify all corrections or error under state law (Wi Stat 70.43): There were no corrections or errors found.

Verify with the assessor that open book changes are included in the assessment roll: The assessor verified that all open book changes were included in the assessment roll.

Allow taxpayers to examine assessment data: There was no taxpayers present to examine the assessment data.

Review Notices of Intent to File Objection: There were no Notices of Intent to File Objections filed.

Adjournment: Motioned by Schueller/Butt to adjourn. All ayes. Motioned carried. Meeting adjourned at 8:01 pm.

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Terry Lepak  
Village President

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Jennifer Lopez  
Village Administrator