

**Adjourned Board of Review Meeting
September 11, 2013, 10 a.m.**

1. **Call to Order** – Meeting was called to order by Supervisor Andrew Lois at 10:05 a.m.
2. **Roll Call – Glembocki, Lois, Wilson, Siegler** – Present: Andrew Lois and Sheila Siegler. William Glembocki and Kelly Wilson were excused. Also present: Dean Peters, assessor for Associated Appraisal Consultants, Inc.
3. **Verification of publication & posting**
 - a. Published in the *Kenosha News* Classified Legal notices on August 26, 2013
 - b. Posted – Town Hall, Post Office, Uhen's Garage, Town Transfer Station, Snips Beauty and Barbershop and Wheatland Convenience Center
4. The assessment roll for the Town of is not complete at this time. The board met on May 20, 2013 and adjourned to September 11, 2013. State statutes require the Board of Review to meet and adjourn to another date.
5. Dean Peters was present to update the board on the revaluation that is taking place this year. They are currently in the field and will visit every property but not necessarily enter the residence or business place. A notice was mailed to all property owners explaining the process. When the assessor visits, a green door hanger is left and tells the property owner that they were there and also if any action is required on their part such as a call back visit.

They are taking new photos and review the exterior checking for anything new. They also follow the building permits. He is predicting an overall 8% decrease in values. Some neighborhoods will decrease more than others. Since this is a January 1, 2013 revaluation date, they are using market values on that date. In the next revaluation two years from now, there may be further decreases.

Last year's assessed value was \$313 Million. \$285 - \$290 Million is this year's projection.

Target dates are: Sept. 25 for mailing assessment notices; Oct 9 Open Book from 11 a.m. – 7 p.m. at the town hall and on Oct. 12 Open Book from 9 a.m. – Noon for those unable to attend on Oct. 9; and Oct. 25 Board of Review beginning at 10 a.m. until Noon or until all scheduled have been heard.

They will schedule the Open Book appointments at the Appleton office. This direction is on the assessment notice. They will try to fit everyone in at the Open Book meetings. Their computer records will be complete so they may not bring all the paper records along to the Open Book. Board of Review Objection Forms are filed with the town clerk and appointments made at that office.

Foreclosure sales don't meet the "arm's length sale" criteria because they have not been exposed to the market. They did validate sales before the 2nd week of June in order to report in a timely manner, as required by statute, to the WI Dept. of Revenue.

They did lose several key staff members this year and that set them behind. He said an assessor can typically do 25 properties in a day if in close proximity but only 15 if spread out
6. Sheila Siegler moved to adjourn the Board of Review to Friday, October 25, 2013, 10 a.m. at the town hall. Andrew Lois seconded. Motion carried at 10:30 a.m.

Respectfully submitted,

Sheila M. Siegler, Town Clerk