

Town of Roxbury

Board of Review

Wednesday May 15, 2024

6:00 p.m. to 8:00 p.m.

7167 Kippley Road, Sauk City, WI 53583

AGENDA

1. Call Board of Review to order – **Chairman Nick Ganser called meeting to order at 6:00 p.m.**
2. Roll Call – **Nick Ganser, Jim Wipperfurth, Mike Bradley, Lisa Meinholz and David Toennies (Equity Appraisal)**
3. Verify Public Notice of BOR – **Public notice posted in STAR paper, outdoor bulletin board and town website**
4. Select a Chairperson for BOR – **Nick Ganser made a motion to select Nick Ganser as chairperson. 2nd by Mike Bradley. YES – Nick Ganser, Jim Wipperfurth, Mike Bradley. NO - 0**
5. Select a BOR Vice-Chairperson – **Mike Bradley made a motion to select Jim Wipperfurth as Vice-Chairman. 2nd by Nick Ganser. YES – Nick Ganser, Jim Wipperfurth, Mike Bradley. NO - 0**
6. Verify that a member met the mandatory training requirement – **All members of the board and Lisa Meinholz all took mandatory training.**
7. Filing and summary of Assessment roll by clerk from Assessor’s Office. **David Toennis gave clerk assessment roll on May 1, 2024.**
8. Receipt of the Assessment Roll by clerk from the Assessor. **David Toennies and clerk sign assessment roll on May 15, 2024**
9. Receive the Assessment roll and sworn statements from the clerk – **Assessment Roll to board**
10. 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.
11. Discuss/Action – Certify all corrections of error under state law (Wis. Stats. 70.43). **N/A**
12. Discuss/Action – Verify with the assessor that open book changes are included in the assessment roll. **N/A**
13. Adjourn (to future date if necessary). **Nick Ganser made a motion to adjourn at 8:00 p.m. 2nd by Mike Bradley. YES – Nick Ganser, Jim Wipperfurth, Mike Bradley. NO - 0**

Lisa Meinholz – Town Clerk

ALSO, UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLE INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. IF A PERSON WITH A DISABILITY REQUIRES THAT THE MEETING BE ACCESSIBLE OR THAT MATERIALS AT THE MEETING BE IN AN ACCESSIBLE FORMAT, CALL THE ROXBURY TOWN CLERKS OFFICE AT LEAST 48 HOURS IN ADVANCE TO REQUEST Adequate ACCOMMODATIONS. TEL: 608-643-8281

BOR MEETING MINUTES TAKEN BY LISA MEINHOLZ-CLERK