

**Town of Plover, Marathon County, Wisconsin
Board of Review Meeting (BOR)
180771 County Road Z, Birnamwood, WI 54414**

Wednesday, September 18, 2024, 5:00 p.m. - 7:00 p.m.

Minutes

1. Call Meeting to Order

Town Clerk, Valerie Parker called the meeting to order at 5:06 p.m.

2. Roll Call by Clerk and Confirmation of Appropriate BOR and Open Meetings Notices

Town Supervisor Peter Marien and Town Supervisor Scott McRae were present

Also Present were Town Assessor, Todd Anderson, and Town resident, Doug Littlejohn

Littlejohn stated he did not have any questions or issues, just wanted to observe part of the meeting.

3. Select a Chairperson for the BOR

Supervisor Marien was selected as Chairperson for BOR.

4. Select a Vice-Chairperson for the BOR

Supervisor McRae was selected as Vice-Chairperson

5. Verify that a Least One BOR Member has Met the Mandatory Training Requirements

Marien received his required training on 02/17/24 and McRae received his required training on 03/19/24.

6. Filing and Summary of Annual Assessment Report (Including Level of Assessment) by Assessor

Anderson stated that the filing of the assessment report will be submitted to the County, who will submit this to DOR on the Town's behalf.

7. Receipt of Assessment Roll by Clerk from Assessor

Anderson provided the printed assessment roll to Parker.

8. Receive the Assessment Roll and Sworn Statement from the Clerk

Parker signed the sworn statement within the printed assessment roll.

9. Review the Assessment Roll and Perform Statutory Duties:

- a. Examine the Roll,
- b. Check Description for Calculation Errors,
- c. Add Omitted Property, and
- d. Eliminate Double Assessed Property.

The assessment roll was shared with Marien and McRae for review.

10. Discussion/Action – Certify All Corrections of Error Under State Law (Wis. Stat. § 70.43)

There were no corrections noted.

11. Discussion/Action – Verify with the Assessor that Open Book Changes are Included in the Assessment Roll.

Anderson confirmed the changes from the Open Book session were all incorporated into the printed assessment roll.

12. Allow Taxpayers to Examine Assessment Data.

There were no other taxpayers present to examine the data.

13. During the First Two Hours, Consideration of:

- a. Waivers of the required 48-hour notice of intent to file an objection when there is good cause,
- b. Requests for waiver of the BOR hearing allowing the property owner an appeal directly to the circuit court,
- c. Requests to testify by telephone or submit a sworn written statement,
- d. Subpoena requests, and
- e. Act on any other legally allowed or required BOR matters.

None.

14. Review Notices of Intent to File Objection.

None.

15. Proceed to Hear Objections, if any, and if Proper Notice/Waivers Given, Unless Scheduled for Another Date.

None.

16. Consider/Act on Scheduling Additional BOR Date(s).

No additional dates are needed.

Adjourn (to Future Date if Necessary).

Motion by McRae, second by Marien to adjourn BOR, at 7:06 p.m., until assessment 2025 period (date to be determined in 2025).

Valerie Parker, Town of Plover Clerk
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