**TOWN OF RED CEDAR**

BOARD OF REVIEW

Minutes

1. Call to order/Roll call. At 6:00 p.m., Town Board Chairman, Bob Cook, called the meeting to order. Present were BOR members Deb Gotlibson and Don Hayden. The Assessor, Randy Prochnow, from Prochnow Assessing, and the Clerk, Cheryl Miller, were also present.
2. Verification of public notices. Public notices were posted on the Town website and the Town Hall., and a notice of the Open Book and Board of Review was published in the Dunn County News on March 14, 2020.
3. Select a Chairperson for Board of Review. *Motion by Deb Gotlibson to nominate and cast a unanimous ballot appointing Bob Cook as Chairperson for the Board of Review; motion seconded by Don Hayden. None opposed.* MC
4. Select a Vice Chairperson for Board of Review. *Motion by Bob Cook to nominate and cast a unanimous ballot appointing Deb Gotlibson as Vice Chairperson of the Board of Review; motion seconded by Don Hayden. None opposed.* MC
5. Verify that at least one member has met the mandatory training requirements. Bob Cook and Don Hayden received training on April 25, 2019, Deb Gotlibson received training on February 29, 2020, and the required training affidavit was filed by the Clerk on May 9, 2020.
6. Filing and summary of Annual Assessment Report by Assessor’s Office. The AAR was completed and filed by the Assessor.
7. Receipt of the Assessment Roll by Clerk from the Assessor. The Clerk received the assessment roll from the Assessor. The Assessor indicated that there was one change, and the assessment ratio for the town is 88%.
8. Receive the Assessment Roll and sworn statements from the Clerk. The Town Board received the assessment roll from the Clerk, and the Clerk swore under oath that it was reviewed to the best of her ability.
9. Review the Assessment Roll and perform statutory duties. The Town Board examined the assessment roll. There were no description or calculation errors, omitted property, or double assessed property noted.
10. Discussion/Action – certify all corrections of error under Wis. Stats. 70.43. None.
11. Discussion/Action – Verify with the assessor that open book changes are included in the Assessment Roll. The Assessor verified that one change from open book was added to the assessment roll.
12. Allow taxpayers to examine assessment data. No taxpayers appeared at the Board of Review.
13. Consideration of waivers, requests, and any other legally allowed/required Board of Review matters. None.
14. Review Notices of Intent to File Objection. None.
15. Proceed to hear objections if property notice/waivers provided unless scheduled for another date. None.
16. Consider/act on scheduling additional Board of Review date(s). None.
17. Adjourn. *At 8:00 p.m., the Chairman, Bob Cook, adjourned the Board of Review without objection*.

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Cheryl Miller

Clerk