

TOWN OF RICHLAND - Board of Review Minutes  
Tuesday, November 21, 2023

1. Chairman Matt Williams called to order the 2023 Board of Review meeting at 6:00 P.M.
2. Roll Call: Board officials present: Chairman-Matt Williams, Supervisors-Aaron Palmer and Matt Schmitz, Clerk-Kayla Williams, Treasurer-Jane Ewing and Assessor-Gretchen Jelinek.
3. The meeting notice was posted in the Richland Observer, outside the town garage and on the town's website.
4. Aaron Palmer made a motion to nominate Matt Williams to be chairman of the BOR meeting. It was seconded by Matt Schmitz. The motion carried.
5. Matt Williams made motion to nominate Aaron Palmer as the Vice-Chairperson. It was seconded by Matt Schmitz. The motion carried.
6. Verify that at least one BOR member has met the annual mandatory training requirements: Matt Williams, Aaron Palmer, Matt Schmitz and Kayla Williams all met the annual mandatory training requirements for BOR.
7. Gretchen Jelinek reviewed new laws.
8. Filing and summary of Annual Assessment Report by Assessor's Office: Assessor stated it was completed by there is no copy yet. Reviewed by assessor. Discussed being a revaluation year. Notices were mailed 10/21/2023. Reviewed 74 parcels as open book, updated 32 parcels during open book.
9. Receipt of the Assessment Roll by the Clerk from the Assessor: Clerk received the Assessment Roll.
10. Receive the Assessment Roll and sworn statements from the Clerk: Clerk and Assessor signed sworn statement.
11. Review the Assessment Roll and perform statutory duties:
  - a. Examine the roll: Board members reviewed. Questioned why properties were changed dramatically at open book. Assessor reviewed reasons for change.
  - b. Correct description or calculation errors: None
  - c. Add omitted property, and
  - d. Eliminate double assessed property: None
12. Discussion/Action – Certify all corrections of error under state law (Wis. Stat. 70.43): no corrections were made.
13. Discussion/Action – Verify with the Assessor that open book changes are included in the Assessment Roll: Open Book changes are included in the Assessment Roll.
14. Allowed taxpayers to examine assessment data
15. No township residents appeared at the Board of Review meeting.
16. Clerk received one notice of Intent to File Objection but the resident decided against coming as he was agreed with his assessment after open book.
17. No residents appeared for the Board of Review meeting.
18. No additional BOR dates needed.
19. Matt Schmitz made a motion to adjourn the Board of Review, it was seconded by Aaron Palmer. The motion carried at 8:00 P.M.

Kayla Williams, Clerk, Town of Richland