

**Town of Gibraltar  
Board of Review  
Gibraltar Town Center  
July 19, 2017**

**Approved: August 2, 2017**

**Call Board of Review to order:** The 2017 adjourned Board of Review (BOR) for the Town of Gibraltar is hereby called to order at 6:00 p.m. by Dick Skare.

**Roll Call:** Present by roll call: Steve Sohns, Brian Hackbarth, Dick Skare, Barb McKesson, Dwayne Daubner and Alternate Karl Stubenvoll.

Also present are Beth Hagen Clerk, Ryan Anderson Assessor

**Confirmation of appropriate Board of Review and Open Meetings notices:** The Notice of Adjournment and agenda have been publicly posted according to law.

**Select a Chairperson for Board of Review:** A nomination for Dick Skare was received; no other nominations were brought forward. *Motion: (Hackbarth, Sohns) by voice vote to select Dick Skare for Chairperson. Carried with Skare abstaining.*

**Select a Vice-Chairperson for Board of Review:** A nomination for Steve Sohns was received; no other nominations were brought forward. *Motion: (Hackbarth, Daubner) by voice vote to select Steve Sohns for Vice-Chairperson. Carried with Sohns abstaining.*

**Verify that a member has met the mandatory training requirements:** The clerk verified that Dick Skare had completed the mandatory training requirement on July 14, 2017. The training affidavit was filed with the Department of Revenue (DOR).

**Verify that the Town has an ordinance for the confidentiality of income and expense information provided to the assessor under state law (sec. 70.47(7)(af):** The town does not currently have an ordinance on file. *Motion: (Hackbarth, Sohns) to table. Carried*

**Review of new laws:** Ryan Anderson gave an overview of the Supreme Court Decision on *Milenski v. Town of Dover.*

**Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony:** *Motion: (Hackbarth, Sohns) to disallow the use of sworn telephone and sworn written testimony and to have a policy be created. Carried*

**Adoption of policy regarding the procedure for waiver of Board of Review hearing requests:** The adoption of a policy regarding the procedure for waive of Board of Review hearing requests is new this year. *Motion: (Hackbarth, Sohns) to deny waivers of Board of Review hearing requests. Carried*

**Receipt of the Assessment Roll by the Clerk from the Assessor:** The assessment roll was received by the Clerk from the Assessor. The assessor signed the roll book and clerk witnessed his signature.

**Receive the Assessment roll and sworn statements from the Clerk:** The assessment roll and sworn statements were received by the BOR from the Clerk.

**Review the Assessment Roll and Perform Statutory Duties: Examine the roll, correct description or calculation errors, add omitted property, and eliminate double assessed property:** The BOR examined the roll and found no description or calculation errors, no omitted property was added and there were no double assessed properties. Anderson gave an overview a sales analysis from the past year.

**Discussion/Action – Certify all correction of error under state law (sec. 70.43, Wis. Stats.):**  
*There were no corrections from the prior year.*

**Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll:** Anderson stated the current level of assessment is 100% of equalized value. The final equalized value will be out on August 15<sup>th</sup>. All major classes are still in compliance. Total new construction was just over \$8 million; 2016 was closer to \$6-7 million. About half dozen property owners came in during open book. There were no issues that were not resolved.

**Allow taxpayers to examine assessment data:** There were none.

**During the first two hours, consideration of:**

**Waivers of the required 48-hour notice of intent to file an objection when there is good cause:** There were none.

**Requests for waiver of the BOR hearing allowing the property owner of an appeal directly to circuit court:** There were none.

**Requests to testify by telephone or submit sworn written statement,**

**Subpoena requests:** There were none.

**Act on any other legally allowed/required Board of review matters:** There were none.

**Review Notices of Intent to File Objection:** The Clerk stated that no written or oral objections had been filed.

**Proceed to hear objections, if any and if property notice/waivers given unless scheduled for another date:** There were none. At 6:26 p.m. the Clerk turned off the recording equipment, but the Board of Review remained in open session. At 7:57 p.m. the recording equipment was turned back on.

**Consider/act on scheduling additional BOR dates:** No additional dates were needed.

**Adjourn:** *Motion: (Hackbarth, McKesson) to adjourn the BOR at 8:00 p.m. Carried*

Respectfully Submitted,

Beth Hagen, Clerk