

**Town of Gibraltar  
Board of Review  
Gibraltar Town Center  
October 26, 2023**

**Approved:**

**Call Board of Review to order:** The 2023 adjourned Board of Review for the Town of Gibraltar is hereby called to order at 6: 00 p.m. by Chairman Steve Sohns.

**Roll Call:** Present by roll call: Chairman Steve Sohns, Supervisor Tom Birmingham, Supervisor John Selenica, Supervisor Jason Merkel, and Supervisor Chomeau excused.

Also present are Travis Thyssen, Administrator, Theresa Cain-Bieri, Treasurer, Cyndi Gutschow, Clerk and Milles McKown, Associated Appraisal Project Manager

**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:** *Motion: (Supervisor Birmingham, Supervisor Merkel)*  
A nomination for Chairman Steve Sohns was received; no other nominations were brought forward.

Carried

**Verify that a member has met the mandatory training requirements:** The clerk verified that Chairman Sohns and Supervisor Merkel had completed the 2023 mandatory training requirement. The training affidavit was filed with the Department of Revenue.

**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 clerk confirmed the confidentiality ordinance.

**Review of new laws:** Miles McKown stated there were no new laws.

**Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony:** Sohns confirmed the policy.

**Adoption of policy regarding the procedure for waiver of Board of Review hearing requests:** Sohns confirmed the policy.

**Filing and summary of Annual Assessment Report by Assessor's Office:** Miles McKown stated this is complete.

**Receipt of the Assessment Roll by the Clerk from the Assessor:** The assessment roll was received by the Clerk from the Assessor.

**Receive the Assessment roll and sworn statements from the Clerk:** The assessment roll and sworn statements were received by the Board of Review 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

Board of Review examined the roll and found no description or calculation errors, no omitted property was added and there were no double assessed properties.

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

**Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll:** Miles McKown certified the open book changes were included in the assessment roll.

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

*At 6:10 p.m. the Clerk turned off the recording equipment, but the Board of Review remained in open session.*

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: *There were none.*
- b. Requests for waiver of the BOR hearing allowing the property owner of an appeal directly to circuit court: *There were none.*
- c. Requests to testify by telephone or submit sworn written statement,
- d. Subpoena requests: *There were none.*
- e. 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 8:00 p.m. the recording equipment was turned back on.*

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

**Adjourn:** *Motion: Birmingham and John to adjourn the 2023 Board of Review Sine Die at 8:01p.m. Carried*

Respectfully Submitted,

Cyndi Gutschow, Clerk