

**VILLAGE BOARD OF REVIEW  
VILLAGE OF GRESHAM  
801 MAIN STREET  
WEDNESDAY, MAY 28, 2024 – 5:00 PM TO 7:00 PM**

**BOARD OF REVIEW MINUTES**

**Call Board of Review (BOR) to order & Meeting Recording Announcement:** The Village of Gresham Trustee Blaine Ebert called the meeting to order at 5:08 P.M.

**Roll Call Confirmation of appropriate BOR and Open Meeting notices.** Tom Madsen, Trustee Here, Blaine Ebert, Trustee Here, Michelle Martinez, Trustee Here, Rick Giese, President Absent, Brian Carroll, Operation Manager Absent, Judith Kristof, Clerk/Treasurer Here.

**Other Present:** Adam Servi Village of Gresham Assessor and no residents of the Village showed up for the Board of Review.

**Select Chairperson for BOR.** Blaine Ebert nominated Tom Madsen for Chairperson for the board of Review seconded by Michelle Martinez..... Motion carried 3 YEA 0 NAY 2 ABSENT

**Select a BOR Vice-Chairperson.** Tom Madsen nominated Blaine Ebert for Vice-Chairperson second by Michelle Martinez ..... Motion carried 3 YEA 0 NAY 2ABSENT

**Verify that at least one BOR member has met the mandatory training requirements.** Board members that took the training were Tom Madsen Trustee, Blaine Ebert Trustee, Brian Carroll Operation Manager and Judith Kristof Clerk/Treasurer.

**Verify that the Village has an ordinance for the confidentiality of income and expense information provided to the Assessor under state law (Wis. Stat. § 70.47 (7)(af)).** Village Clerk had copies of the ordinance that was for income and expense this was from May 15, 2018, signed by James Carroll and the Village Clerk.

**Review new laws if any.** Per assessor there are no new laws. Adam went on to discuss some training that he went to that might happen in the future for new laws.

**Verify adoption of amendment to policy regarding the procedure for sworn telephone testimony and sworn written testimony.** The procedure for sworn telephone testimony and sworn written testimony was approved by the Board of Review on May 15, 2028, and signed by James Carroll.

**Verify adoption of policy regarding the procedure for waiver of BOR hearing request.** This was also approved on May 15, 2018, and signed by James Carroll.

**Filing and summary of Annual Assessment Report (including the level of assessment) by Assessor.** For next year this should be read. Discussion by Assessor for the Level of assessment. Adam discussed the level of assessment.

**Receipt of the assessment roll by the Clerk from the Assessor.** Clerk Kristof has signed and received the Assessment Roll from Assessor Adam Servi. Adam Servi read the Assessor's Affidavit to all members of the Board of Review.

**Receive Assessment Roll and any Sworn Statement from the Clerk.** Yes, this was received.

**Review the Assessment Roll and perform statutory duties.**

- a. **Examine the role.** Nothing was found
- b. **Correct description or calculation errors.** Nothing was found
- c. **Add omitted property and** Nothing was found
- d. **Eliminate double assessed property.** Nothing was found

**Discussion/Action – Certify all corrections of error under state law (Wis. Stat. § 70.43).** No errors.

**Discussion/Action – Verify with Assessor that open book changes are included in the assessment roll.** All the correct changes are included in the Assessment Roll. This was answered by Assessor Adam Servi.

**Allow taxpayers to examine assessment data.** No Taxpayer were present.

Motion by Tom Madsen to recess from the Board of Review until 6:55 P.M. or if a property owner appears second by Blaine Ebert.....Motion carried 3 YEA 0 NAY 2 Absent. The reason for recess is to go though the Summary of the Board of Review.

**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.** None

- b. Requests for the waiver of the BOR hearing allowing the property owner to appeal directly to the circuit court. None
- c. Requests to testify by telephone or submit a sworn written statement. None
- d. Subpoena requests and None
- e. Act on any other legally allowed/required BOR matters. None

Review Notices of Intent to File Objection. None

Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date. None

Consider/act- scheduling additional BOR Date(s). No need to schedule no residents were present.

Adjourn (to future date if necessary). Motion by Michelle Martinez to adjourn the Board of Review, second by Blaine Ebert. The meeting was adjourned at 7:05 P.M.....Motion carried 3 YEA 0 NAY 2 ABSENT

  
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Tom Madsen, Chairperson  
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Judith Kristof, Clerk/Treasurer