



"In the Spirit of Town Government"

**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI
MINUTES OF BOARD OF REVIEW
AUGUST 16, 2023; 4:30-6:30 P.M.
BUCHANAN TOWN HALL, N178 COUNTY RD N, APPLETON, WI 54915**

CALL MEETING TO ORDER: Clerk Sieracki called the meeting to order at 4:30 p.m.

ROLL CALL: Board members present – Knuppel, Walsh, Coenen, Kavanaugh, and Lawrence. Also present were Board of Review Clerk Sieracki, and Terri Muskevitsch and Jill Luebke of Accurate Appraisal.

CONFIRMATION OF APPROPRIATE BOARD OF REVIEW & OPEN MEETINGS NOTICES: Clerk Sieracki verified this was done.

PLEDGE OF ALLEGIANCE: Recited.

SELECT A CHAIRPERSON FOR BOARD OF REVIEW:

Board elected Knuppel as a Chairperson. Motion made by Walsh/Lawrence carried 5 to 0.

SELECT A VICE-CHAIRPERSON FOR BOARD OF REVIEW:

Board elected Coenen as a Vice-Chair. Motion made by Walsh/Lawrence carried 5 to 0.

VERIFY THAT A MEMBER HAS MET THE MANDATORY TRAINING REQUIREMENTS:

It was noted that Wisconsin Department of Revenue training requirements have been met by the Board and has been filed with the DOR. Joe Coenen has met this requirement.

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(f)af): This is in chapter 133 of the Town Municipal Code.

REVIEW OF THE NEW LAWS: Sieracki stated these changes Section 9: One Board of Review member must attend BOR training once every year – Effective January 1, 2023 and Section 99-102: Filing requirements to share omitted property taxes – Effective January 1, 2023.

SUMMARY OF 2023 ANNUAL ASSESSMENT REPORT BY TOWN ASSESSOR: Town Assessor Muskevitsch gave an over view on the revalue process and the number of properties that were visited and the number of valid sales. She also stated that notices were sent out and 80 property owners had Open Book Appointments. The overall average increase is 11.80%.

RECEIPT OF THE 2023 ASSESSMENT ROLL BY CLERK FROM THE ASSESSOR: Clerk Sieracki received the 2023 assessment roll from the Town Assessor Muskevitsch.

RECEIVE THE ASSESSMENT ROLL AND SWORN STATEMENTS FROM THE CLERK: Clerk Sieracki presented the assessment roll and sworn statements to the Board of Review.

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 reviewed and discussed the assessment roll with Accurate Appraisal including changes from the previous year.

DISCUSS/ACTION – CERTIFY ALL CORRECTIONS OF ERROR UNDER STATE LAW (SEC 70.43, WIS STATS): The BOR discussed.

DISCUSS/ACTION – VERIFY WITH THE ASSESSOR THAT OPEN BOOK CHANGES ARE INCLUDED IN THE ASSESSMENT ROLL: The Assessor verified that the Open Book Changes are included in the Assessment Roll.

CONSIDER APPROVAL OF THE 2023 ASSESSMENT ROLL: Motion by Walsh/Lawrence to approve the 2023 Assessment Roll. Motion carried 5 to 0.

ALLOW TAXPAYERS TO EXAMINE ASSESSMENT DATA: No residents examined the assessment data.

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**
- Requests for waiver of the BOR hearing allowing the property owner to appeal directly to circuit court**
- Act on any other legally allowed/required Board of Review matters**

REVIEW NOTICES OF INTENT TO FILE OBJECTION, IF APPLICABLE:

PROCEED TO HEAR OBJECTIONS, IF ANY AND IF PROPER NOTICE/WAIVERS GIVEN UNLESS SCHEDULED FOR ANOTHER DATE:

Objections were heard for the following:

Tractor Supply Company, W3098 County Rd KK, Appleton – Motion by Lawrence/Coenen to accept the waive to testify by phone. Lawrence-Aye, Knuppel – Aye, Coenen-Aye, Kavanaugh – Aye, Walsh – Aye.

Motion by Lawrence/Walsh to waive Tractor Supply Company to Circuit Court. Lawrence-Aye, Knuppel – Aye, Coenen-Aye, Kavanaugh – Aye, Walsh – Aye

Craig Johnson, W2812 Clover Downs Ct, Appleton – Motion by Walsh/Kavanaugh to deny the objection and affirm the assessor’s assessment. Lawrence-Aye, Knuppel – Aye, Coenen-Aye, Kavanaugh – Aye, Walsh – Aye.

Geoffrey & Breanna Schmitz, W1076 County Road ZZ, Kaukauna – Motion by Walsh/Kavanaugh to affirm the assessor’s assessment. Lawrence-Aye, Knuppel – Aye, Coenen-Aye, Kavanaugh – Aye, Walsh – Aye.

Jerry Weissbuch, W3210 Westowne Ct, Appleton – Motion by Walsh/Coenen to affirm the assessor’s assessment. Lawrence-Aye, Knuppel – Aye, Coenen-Aye, Kavanaugh – Aye, Walsh – Aye.

CONSIDER/ACT ON SCHEDULING ADDITIONAL BOARD OF REVIEW DATE(S): – Motion by Walsh/Lawrence to close the Board of Review. Motion carried 5 to 0.

ADJOURNMENT: Motion by Lawrence/Walsh to adjourn the meeting at 6:33 p.m. Motion carried 5 to 0.

Recording Clerk:
Cynthia Sieracki, Clerk
Drafted: August 17, 2023