



"In the Spirit of Town Government"

**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI
MINUTES OF BOARD OF REVIEW
AUGUST 21, 2024; 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, Coenen, Kavanaugh, and Lawrence. Also present were Board of Review Clerk Sieracki, and Shandra Stachurski of Accurate Appraisal. Sahr arrived at 4:35 pm. Meyer was absent.

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 Coenen as a Chairperson. Motion made by Lawrence/Knuppel carried 4 to 0.

SELECT A VICE-CHAIRPERSON FOR BOARD OF REVIEW:

Board elected Lawrence as a Vice-Chair. Motion made by Kavanaugh/Knuppel carried 4 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, 2024.

SUMMARY OF 2024 ANNUAL ASSESSMENT REPORT BY TOWN ASSESSOR: Town Assessor Stachurski 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 109 property owners had Open Book Appointments. The overall average increase is 9.6%.

RECEIPT OF THE 2024 ASSESSMENT ROLL BY CLERK FROM THE ASSESSOR: Clerk Sieracki received the 2024 assessment roll from the Town Assessor Stachurski.

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 2024 ASSESSMENT ROLL: Motion by Lawrence/Knuppel to approve the 2024 Assessment Roll. Motion carried 5 to 0.

ALLOW TAXPAYERS TO EXAMINE ASSESSMENT DATA: No residents were present to examine 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: NONE

PROCEED TO HEAR OBJECTIONS, IF ANY AND IF PROPER NOTICE/WAIVERS GIVEN UNLESS SCHEDULED FOR ANOTHER DATE: NONE

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

ADJOURNMENT: Motion by Sahr/Kavanaugh to adjourn the meeting at 6:30 p.m. Motion carried 5 to 0.

Recording Clerk:
Cynthia Sieracki, Clerk
Drafted: August 21, 2024