

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**

Present: Scott Handschke, Matt Lancaster and Frank Thiel

Staff: Village Manager Chad Pelishek, Finance Director/Treasurer Alissa Van Eperen,
and Clerk/HR Manager Meghan Winkler

4. Election of Chairperson and Vice-Chairperson

Motion made by Lancaster, Seconded by Thiel to confirm President Handschke as Chairperson of the Board of Review.

Voting Yea: Handschke, Lancaster and Thiel

Motion carried 3-0.

Motion made by Thiel, Seconded by Handschke to confirm Trustee Lancaster as Vice-Chairperson of the Board of Review.

Voting Yea: Handschke, Lancaster and Thiel

Motion carried 3-0.

5. Statement and Verifications by Village Clerk

- a. Open Book and Board of Review Notices

The clerk confirmed that the appropriate Board of Review and Open Meeting notices were completed.

- b. Board of Review Training

Verification showing Trustee Thiel completed the mandatory training requirements was printed and circulated with the packet.

6. Corrections and Approval of the Previous Meeting Minutes

- a. June 10, 2025 Meeting Minutes

Motion made by Lancaster, Seconded by Thiel to approve the minutes from June 10, 2025 as printed and circulated.

Voting Yea: Handschke, Lancaster and Thiel

Motion carried 3-0.

7. Report of Prior Year's Omissions and Chargebacks

Village Assessor brought to the attention 1 Correction of Error that relates to an omission

8. Presentation and Filing of Assessment Roll

Village Assessor, Lori Stacco, presented to the Village the assessment roll and gave an oral summary. This is a reevaluation year for the Village.

9. Annual Assessment Report

a. Examination of 2025 Assessment Roll

b. Correct Description or Calculation Errors

None.

c. Add Omitted Property/Eliminate Double Assessed Property, if any

None.

d. Certify Corrections of Error under Wis. State. section 70.43

None.

e. Action to Accept the Roll - *either as presented or with corrections*

Motion made by Lancaster, Seconded by Thiel to approve accept the tax roll.

Voting Yea: Handschke, Lancaster and Thiel

Motion carried 3-0.

10. Compliance Review of Filed Assessment Objection Forms (if any)

If any Assessment Objection forms are filed, they are included in the BOR packet or, for late filings, they will be disseminated within the first 2 hours of the BOR meeting.

11. Hearings of Assessment Objection (if any)

If any hearings are scheduled, information will be included in the packet or disseminated during the first two hours of the first BOR meeting.

12. Schedule Additional Meeting Date(s) (if any)

Motion made by Lancaster, Seconded by Thiel to schedule Board of Review hearing on September 30, time (TBD).

Voting Yea: Handschke, Lancaster and Thiel

Motion carried 3-0.

13. Adjourn

Motion made by Lancaster, Seconded by Thiel to adjourn the meeting.

Voting Yea: Handschke, Lancaster and Thiel

Motion carried 3-0.

Minutes submitted by:

/s/ Meghan Winkler, Clerk