



## **AGENDA FOR BOARD OF REVIEW**

A Board of Review meeting will be held on **Thursday, June 16, 2022 at 9:00 AM**  
in the **Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.**

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### **Join Zoom Meeting:**

<https://zoom.us/j/7689466740?pwd=dEdLR2hXK0ZYMk1qNU5vNFkwMzdSZz09>

Meeting ID: 768 946 6740 Password: Tomah2020

Dial by your location +1 312 626 6799 US (Chicago)

### **AGENDA:**

#### **CALL TO ORDER – ROLL CALL**

#### **APPROVAL OF THE MINUTES:**

1. Approval of Minutes from June 2, 2022

#### **OTHER MATTERS PROPERLY BEFORE THE BOARD**

#### **CLOSE BOARD OF REVIEW - FINAL ADJOURNMENT**

**NOTICE:** It is possible that a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Becki Weyer, City Clerk, at 819 Superior Avenue, Tomah, WI 54660.

## **BOARD OF REVIEW MINUTES JUNE 2, 2022**

The meeting of the 2022 Board of Review for the City of Tomah was held in the Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI 54660 on Thursday, June 2, 2022 at 9:03 a.m.

### **CALL TO ORDER - ROLL CALL**

Mike Murray called the meeting to order at 9:05 a.m. The following members were present: Rebecca Weyer, Lamont Kiefer, Shawn Zabinski (remote), and Michael Murray. Absent: Richard Yarrington. Others Present: Heather Wolf, Assessor.

### **STATEMENT OF PUBLIC NOTICE**

Weyer advised she published the appropriate notices according to statute and posted public notices on the City's website, and physical copies at the Tomah Municipal Building, the Tomah Public Library, and the Chamber and Visitor's Center. Notices were published in the Monroe County Herald according to statute.

### **SELECT A CHAIRPERSON**

Nominations were held for chairperson. Zabinski nominated Kiefer. There were no other nominations. Kiefer was duly elected chairperson.

### **SELECT A VICE CHAIRPERSON**

Nominations were held for vice chairperson. Murray nominated Zabinski. There were no other nominations. Zabinski was duly elected vice chairperson.

### **BOARD OF REVIEW VERIFICATION OF TRAINING DOCUMENTATION**

Rebecca Weyer, Shawn Zabinski, Lamont Kiefer, and Michael Murray all attended required BOR training on 05/19/2022. The affidavit was submitted to the Department of Revenue as required on 05/20/2022.

### **APPROVAL OF THE MINUTES**

#### **Approve Minutes from July 15, 2021**

Motion by Murray, second by Zabinski, to approve the minutes from July 15, 2021. Motion carried.

#### **Approve Minutes from August 19, 2021**

Motion by Murray, second by Zabinski, to approve the minutes from August 19, 2021. Motion carried.

### **REAFFIRM THAT THE CITY OF TOMAH HAS AN ORDINANCE FOR THE CONFIDENTIALITY OF INCOME AND EXPENSE INFORMATION**

City Clerk Weyer confirmed that the ordinance is included in article VIII Section 2-688 of the City's Municipal Code.

### **POLICY ON PROCEDURE FOR SWORN TELEPHONE OR SWORN WRITTEN TESTIMONY** **Policy on Sworn Written Testimony Requests**

Weyer handed out copies of the sworn testimony policy. Motion by Murray, second by Zabinski to reaffirm the policy on sworn written testimony requests. Motion carried.

### **POLICY ON PROCEDURE FOR WAIVER OF BOARD OF REVIEW HEARING REQUESTS**

Motion by Murray, second by Zabinski to reaffirm the Policy on Procedure for Waiver of Board of Review Hearing Requests. Motion carried.

### **RECEIVE THE ASSESSMENT ROLL AND SWORN STATEMENTS FROM THE CLERK**

Assessor Wolf signed the Assessor's Affidavit and City Weyer received the Assessment Roll prior to the meeting. Weyer presented the assessment roll and sworn statements to the Board of Review for their inspection.

**EXAMINE THE ROLL, CORRECT DESCRIPTION OR CALCULATION ERRORS, ADD OMITTED PROPERTY, AND ELIMINATE DOUBLE ASSESSED PROPERTY**

During the Open Book process, there were a few changes. All except one were waived, so the Board of Review will be required to have another meeting for final adjournment at a later date so the one property owner, who has not provided a waiver, has a 15-day grace period for a chance to appeal. There is currently an estimated 91.1% estimated level of investment. Wolfe stated that the market is still moving quickly, although there may be some slow-down in assessment changes coming as interest rates rise. Likely will need another market update in the next few years. Total assessed value excluding manufacturing is \$737,827,500. There was total \$285,900 omitted property recorded at the back of the 2022 roll. The omission was personal property that was not previously in the roll.

**CERTIFY ALL CORRECTIONS OF ERROR**

There are no corrections to certify.

**VERIFY WITH THE ASSESSOR THAT OPEN BOOK CHANGES ARE INCLUDED IN THE ASSESSMENT ROLL**

The open book changes were included in the assessment roll that was received by the Board from the assessor.

**CREATE A NEW HEARING SCHEDULE FOR WRITTEN OBJECTIONS FILED BUT NOT HEARD (IF ANY)**

There were no written objections filed.

**COMMUNICATIONS AND ANY OTHER BUSINESS AS AUTHORIZED BY LAW**

Wolfe stated that the state conducts manufacturing assessments and will not publish until mid-June; however, the city should expect to see increases in new construction value for Cardinal, as they did have a sizeable permit for work completed. It was a much better year than last year, as there was about \$8.7 million in new construction locally for this last year. That should give the city about a 1-1.5% change in the levy limit. Much of this was in the TID, because TID 8 was extended last year, and the city added TID 11.

As lots fill up, new residential construction has been a bit slower. Annexations in the future may help. As materials are stabilizing for construction materials, Wolfe is optimistic costs will move closer to normal over the next few years.

**ADJOURN IF THE ROLL IS COMPLETE OR CREATE NEW HEARING DATE**

The next Board of Review Meeting date will be Thursday June 16<sup>th</sup> at 9:00 a.m. in the Council Chambers. Murray left the meeting at 9:23 a.m.

Motion by Weyer, second by Zabinski, to adjourn until Thursday June 16<sup>th</sup> at 9:00 a.m.

Meeting adjourned at 11:03 a.m.

Respectfully Submitted,

Rebecca Weyer