



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | williamsbay.org Phone:
262-245-2700 | Fax: 262-245-2705

NOTICE

BOARD OF REVIEW MEETING THURSDAY, JULY 8, 2021 AT 10:00 AM Village Hall Council Room

AGENDA

The following agenda items may be considered for Discussion, Consideration, or Action

- I. Call to Order
- II. Roll Call
- III. Selection of Chairperson
- IV. Selection of Vice-Chairperson
- V. Verification that at least one member has met the mandatory training requirements specified in Wis. Stats. § 70.46 (4)
- VI. Approval of Minutes
 - A. Board of Review Meeting Minutes of May 20, 2019
 - B. Board of Review Meeting Minutes of July 11, 2019
 - C. Board of Review Meeting Minutes of July 9, 2020
 - D. Board of Review Meeting Minutes of May 17, 2021
- VII. Summary of Annual Assessment Report by Assessor's Office
- VIII. Receive Assessment Roll and Assessor's Affidavit
- IX. Review and Examination of Assessment Roll
 - A. Correct description or calculation errors, add omitted property, and eliminate double assessed property
- X. Discussion/Action - Certify all corrections of error under State Law (Sec. 70.43 Wis. Stats.)
- XI. Discussion/Action - Verify with the Assessor that Open Book changes are included in the Assessment Roll, and consider approval of the 2020 Assessment Roll
- XII. Allow taxpayers to examine the Assessment Data
- XIII. 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, requests for waiver of the BOR hearing allowing the property owner an appeal directly to circuit court, requests to testify by telephone or submit a sworn written statement, subpoena requests, and act on any other

legally allowed/required Board of Review matters

XIV. Review Notices of Intent to file Objection

XV. Proceed to hear Objections, if any and if proper notice/waivers given unless scheduled for another date

XVI. Schedule additional Board of Review dates (if required)

XVII. Adjournment

Jackie Pankau
Village Clerk

It is possible a quorum of any governmental body 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.

Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the Village Clerk's office in advance so the appropriate accommodations can be made.

Posted: 07/02/2021 5:00 PM



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UNOFFICIAL MINUTES BOARD OF REVIEW MONDAY, MAY 20, 2019 AT 6:55 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by President Duncan at 6:55pm.

Roll Call

President Duncan, Trustees McMannamy, Vlach, Killian, Parker, D'Alessandro, and Trush.
Also Present: Clerk Dykstra, and Administrator Weiss

President Duncan announced the Open Book will be held on June 22, 2019 from 10:00AM to 12:00PM.

President Duncan announced the Assessment Roll is not completed at this time, and the Board of Review will adjourn until July 11, 2019 from 10:00AM until 12:00PM.

Trush/Vlach motion to Adjourn at 6:59pm. Unanimously carried.

/s/ Diana Dykstra, Village Clerk

These are not official minutes until approved by the Board of Review



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UNOFFICIAL MINUTES ANNUAL BOARD OF REVIEW THURSDAY, JULY 11, 2019 AT 10:00AM VILLAGE HALL COUNCIL ROOM

Call to Order

Clerk Dykstra called the meeting to order at 10:00AM

Roll Call

President Duncan, Trustee McMannamy, Killian, D'Alessandro, and Trush. Also present Clerk Dykstra, Administrator Weiss, and Appraiser Luke Mack

Confirmation of appropriate Board of Review and Open Meetings notices

Clerk Dykstra confirmed all notices were published or posted as required.

Select a Chairperson for the Annual Board of Review

D'Alessandro/Trush motion to nominate Jim Killian as Chair. Motion carried; Trustee Killian abstained.

Select a Vice-Chairperson for the Annual Board of Review

Trush/McMannamy motion to nominate Bill Duncan as Vice-Chair. Unanimously carried.

Trustee Killian resumed as Chair of the Board of Review.

Verification of mandatory training requirements which were met by Trustee Killian, President Duncan, and Clerk Dykstra

Confirmation the Village of Williams Bay has adopted ordinance Sect. 1.04 (1)(e) which establishes confidentiality of income and expense information provided to the assessor under state law (Wis. Stats. 70.47 (7)(af)).

It was confirmed the Village has adopted this ordinance.

Review of any new legislation

Statute changes were reviewed by the Board.

Adoption of [Policy](#) regarding the procedure for sworn telephone testimony and sworn written testimony

Adoption of [Policy](#) regarding the procedure for waiver Board of Review Hearing requests

Chair Killian noted in 2015 there was a legislation change to provide municipalities the option to accept telephone testimony, and it was previously discussed not to accept telephone testimony. He felt it was important to evaluate this item and document the decision in an Ordinance format.

No official action was taken. It was the general consensus the Village will be reviewing these as Ordinances in the future

Filing and summary of Annual Assessment Report by Assessor's Office

Assessor Mack noted the report was file this morning and a copy sent to the Village. Two additional reports will be filed tomorrow following the Board of Review.

Receipt of the Assessment Roll and sworn statements by the Clerk

The Village Clerk has confirmed receipt of the Assessment Roll and signed sworn statements.

Review the Assessment Roll and Perform Statutory Duties;

Examine the Roll, correct description or calculation errors, and omitted property, and eliminate double assessed property.

Certify all corrections of error under state law (Sec. 70.43 Wis. Stats)

It was noted there were no corrections of errors.

Verify with the assessor that open book changes are included in the assessment roll, and consider approval of the 2019 Assessment Roll.

It was noted there were only (6) changes from the Open Book.

The Village is at 93% assessed value.

May 28, 2019 Assessor distributed notices

June 22, 2019 the Village held the Open Book

The Value of all Real and Personal Property in the Village last year was \$728,818,000.

In 2019 the Value of Real and Personal Property in the Village is \$745,363,500 which is roughly a 3% increase.

There were no gains or losses due to Annexation.

There were some new constructions.

There are no notices for Objection received at this time.

Allow taxpayers to examine assessment data

The Roll was available for anyone to review. No taxpayers are present at this time.

Duncan/Trush motioned seeing as there were no objectors present, the Board would recess until 12:00PM.
Unanimously carried.

Chair Killian reconvened the meeting at 12:00PM.

No objectors appeared.

Trush/Killian motion to adjourn at 12:01pm. Unanimously carried.

Diana Dykstra
Village Clerk
Village of Williams Bay



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UNOFFICIAL MINUTES ANNUAL BOARD OF REVIEW THURSDAY, JULY 9, 2020 AT 10:00AM VIA ZOOM WEBINAR

Call to Order

Clerk Pankau called the meeting to order at 10:01AM

Roll Call

Present: President Duncan, Trustees Parker, D'Alessandro, Wright and Umans.

Also present: Clerk Pankau and Appraiser Luke Mack.

Excused: McMannamy and Vlach.

Confirmation of appropriate Board of Review and Open Meetings notices

Clerk Pankau confirmed all notices were published or posted as required.

Select a Chairperson for the Annual Board of Review

Parker/Wright motion to nominate Bill Duncan as Chairperson. Roll Call Vote: Duncan-Abstain, Parker-Aye, D'Alessandro-Aye, Wright-Aye, Umans-Aye. Motion passes.

Select a Vice-Chairperson for the Annual Board of Review

Parker/Wright motion to nominate Rob Umans as Vice-Chairperson. Roll Call Vote: Duncan-Aye, Parker-Aye, D'Alessandro-Aye, Wright-Aye, Umans-Abstain.

President Duncan resumed as Chairperson of the Board of Review.

Verification of mandatory training requirements which were met by Clerk Pankau and Trustees Wright and Umans.

It was verified that Clerk Pankau and Trustees Wright and Umans have met the training requirements.

Confirmation the Village of Williams Bay has adopted ordinance Sect. 1.04 (1)(e) which establishes confidentiality of income and expense information provided to the assessor under state law (Wis. Stats. 70.47 (7)(af)).

It was confirmed the Village has adopted this ordinance.

Review of any new legislation

Trustees Umans and Wright, and Appraiser Mack confirmed that there is no new legislation to review.

Adoption of [Policy](#) regarding the procedure for sworn telephone testimony and sworn written testimony

Adoption of [Policy](#) regarding the procedure for waiver Board of Review Hearing requests

It was confirmed that these policies have been adopted by the Village.

Filing and summary of Annual Assessment Report by Assessor's Office

Assessor Mack noted that these reports are no longer required as a survey completed by Municipal Officials showed that they did not see much of a use for it. Mack reported that Open Book was held over the phone on June 13, 2020

and that it went very well. Mack stated that the company and the DOR is looking into holding Open Book via the telephone from now on. Mack stated that the new construction value is \$8.3 million, and the Village total value is \$753,041,000 with sales coming in 82-86% of value. Mack proposed to do an exterior re-evaluation and market update in the year of 2022 or 2023.

Receipt of the Assessment Roll and sworn statements by the Clerk

The Village Clerk has confirmed receipt of the Assessment Roll and sworn statements.

Review the Assessment Roll and Perform Statutory Duties;

Appraiser Mack explained that the Roll is now available digitally on their website for the Members to examine the Roll, correct description or calculation errors, and omitted property, and eliminate double assessed property.

Certify all corrections of error under state law (Sec. 70.43 Wis. Stats)

Appraiser Mack stated that there was one correction this year on Observatory Place. Originally the Appraisers did not get into the garage of the house and missed additional garage space. Mack made the correction of error according to the State Statutes.

D'Alessandro/Wright motion to certify all corrections of error under state law (Sec. 70.43 Wis. Stats). Roll Call Vote: Duncan-Aye, Parker-Aye, D'Alessandro-Aye, Wright-Aye, Umans-Aye. Motion passes.

Mack asked if this refund to the property owner needs to be approved at the next Village Board meeting. Trustee Parker, Finance & Personnel Chairman, stated that it will be listed in the Accounts Payable at the next Board Meeting and will be approved that way. Mack will provide a letter from Associated Appraisals explaining the refund check to the Board to go along with the Accounts Payable report.

Verify with the assessor that open book changes are included in the assessment roll and consider approval of the 2019 Assessment Roll.

Appraiser Mack noted that one property was assessed a little high during the construction phase and was changed at Open Book. The Roll was updated to reflect that change before this meeting.

D'Alessandro/Umans motion to verify that open book changes are included in the assessment roll and approve the 2019 Assessment Roll. Roll Call Vote: Duncan-Aye, Parker-Aye, D'Alessandro-Aye, Wright-Aye, Umans-Aye. Motion passes.

Allow taxpayers to examine assessment data

The Roll was available for anyone to review. No taxpayers are present at this time.

D'Alessandro/Parker motioned seeing as there were no objectors present, the Board would recess until 12:00PM. Unanimously carried.

Chairperson Duncan reconvened the meeting at 12:00PM.

No objectors appeared and it is not necessary to schedule an additional review date.

Wright/Umans motion to adjourn at 12:00pm. Unanimously carried.

Jackie Pankau
Village Clerk
Village of Williams Bay



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UNOFFICIAL MINUTES BOARD OF REVIEW 05/17/21 MEETING MONDAY, MAY 17, 2021 AT 6:55 PM Via Zoom Webinar

I. Call to Order

President Duncan called the meeting to order at 6:55 PM.

II. Roll Call

Present: President Duncan, Trustees Parker, D'Alessandro, Wright, Umans, Stanek

Also Present: Clerk Pankau

Excused: Trustee Vlach

III. Announcements

- A. Open Book will be held on June 12, 2021 from 10:00am - Noon via email and telephone with Associated Appraisal

President Duncan stated that Open Book will be held on June 12, 2021 from 10:00 AM - Noon over the phone or via email with Associated Appraisal.

- B. The Assessment Roll is not completed at this time, and the Board of Review will adjourn until July 8, 2021 from 10:00am - Noon at the Village Hall Council Room

President Duncan stated that the Assessment Roll is not ready at this time so the Board of Review will adjourn until their meeting on July 8, 2021 from 10:00 AM - Noon at Village Hall.

IV. Adjournment

The motion to Adjourn was initiated by Lowell Wright and seconded by Matt Stanek at 6:56 PM. Unanimously carried.

These are not official Minutes until approved by the Governing Body.