



VILLAGE OF GRAFTON
BOARD OF REVIEW MEETING
MAY 21, 2015

The Board of Review meeting was called to order by Board of Review Chair Matt Zipter at 5:33 p.m., as noted.

Board of Review members present: Chairman Matthew Zipter, Cathy Timm, Stefanie Bachrach, Dawn Dorsha and Jim Fisher

Staff/Officials present: Village Clerk Kelly Meyer, Mass Appraisal Assessors Pat Matthies

ROLL CALL OF BOARD OF REVIEW MEMBERS

Chair Zipter asked for roll call of the Board of Review Members. Village Clerk Kelly Meyer took roll call of Board of Review Members, as noted above.

BOARD OF REVIEW CERTIFICATION REQUIREMENTS PER §70.46(4).

Chair Zipter asked Village Clerk Kelly Meyer to report on Board of Review certification requirements.

Village Clerk Kelly Meyer noted per §70.47(1) (2), Board of Review time and place, notice and publication requirements have been met.

Village Clerk Meyer reported on Board of Review training certification requirements per § 70.46 (4), stating no board of review may be constituted unless it includes at least one voting member who, within 2 years of the board's first meeting, has attended a training session under §73.03 (55) and unless that member is the municipality's Chief executive officer or the officer's designee. The municipal clerk shall provide an affidavit to the department of revenue stating whether the requirement under this subsection has been fulfilled. The following have been noted to complete training, reported to the Department of Revenue, and met by the Village of Grafton with the following Board of Review Members receiving training in 2015:

Board Chair, Matthew Zipter	04/16/2015
Board Member, Cathy Timm	05/08/2015

Board Member, Dawn Dorsha
Board Member, Stefanie Bachrach

05/12/2015
04/23/2015

Clerk Meyer stated Open Book and Board of Review had been placed on the Department of Revenue website calendar.

Mass Appraisals Assessor Pat Matthies clarified this is not an official Board of Review meeting to hear testimony on objections. Board of Review agenda and public notice were posted as a Board of Review meeting not to hear testimony from property owners objecting to their assessments at this meeting. The meeting was scheduled to discuss, consider and potentially act on policies only.

DISCUSSION, CONSIDERATION AND POSSIBLE ACTION OF BOARD OF REVIEW TO ESTABLISH POTENTIAL POLICY PERTAINING TO CHANGES IN LAWS THAT APPLY IN 2015 TO ENSURE EVERYONE HAS EQUAL TREATMENT

Potential policies discussed and considered were the following:

Chair Zipter noted the two potential policies to be discussed, considered and potentially acted on:

Establish policy to consider procedure for sworn telephone or sworn written testimony requests

Chair Zipter read the policy to consider procedure for sworn telephone or sworn written testimony requests. Discussion took place in regard to policy and the determination for handling the cases based on priority, ability to have cross examination, scheduling of testimony, and direction given from Department of Revenue.

It was noted by consensus of Board of Review members, it is highly recommend the Village Attorney be present during testimony with the new law changes in place.

It was consensus of Board of Review to approve the establishment for sworn written testimony requests, as well as the policy for waiver of Board of Review Hearing requests and motion were made as follows:

Motion by Cathy Timm, seconded by Chair Zipter to approve and establish the policy to consider procedure for sworn telephone or sworn written testimony requests. Motion carried.

Establish policy for waiver of Board of Review Hearing requests

Motion by Cathy Timm, seconded by Chair Zipter for approval/denial for establishment of policy for waiver of Board of Review hearing requests. Motion carried.

ADJOURN TO DATE AND CERTAIN TIME; DATE SET AS JUNE 4, 2015, AT 5:30 P.M. FOR HEARING TESTIMONY BEFORE THE BOARD OF REVIEW.

Note: Village of Grafton Board of Review did not hear testimony from property owners objecting to their assessments at this Board of Review meeting.

Motion by Chair Zipter, seconded by Dawn Dorsha to adjourn Board of Review meeting at 5:56 p.m. to the date and time of June 4, 2015, at 5:30 p.m. for hearing testimony before the Board of Review. Motion carried.