

**TOWN OF BRIDGE CREEK**  
**Board of Review**  
**Tuesday May 21, 2024**  
**4:00 – 6:00 PM (Must be in session a minimum of 2 hours)**  
**Bridge Creek Town Hall**  
**MINUTES**

1. Call Board of Review to Order @ 4:01pm
2. Roll Call: Duane Ives, Ricky Struch, William Jacobs, Elizabeth Pettis, and Assessor Jason Winter.
3. Confirmation of Appropriate Board of Review and Open Meetings Notices
  - a. Duane Ives with the motion to Approve the Appropriate Board of Review and Open Meeting Notices and William Jacobs with the second. All yes. Motion Carried
4. Select a Chairperson for Board of Review
  - a. Ricky Strauch with the motion to appoint Duane Ives as the Chairperson for the Board of Review and William Jacobs with the second. All yes. Motion Carried.
5. Select a Vice-Chairperson for Board of Review
  - a. Ricky Strauch makes the motion to appoint William Jacobs as the Vice-Chairperson. Duane Ives with the second. All yes. Motion carried.
6. Verify that Members have Met Mandatory Training Requirements
  - a. Clerk Pettis verified that Clerk Elizabeth Pettis and Ricky Strauch took the training in the Spring. Juli Bethke has taken the training as back up to Clerk Pettis. It was entered in the DOR Report.
7. Receipt of the Assessment Roll From the Assessor.
  - a. The assessor has submitted the assessment roll to the Town of Bridge Creek, and the Clerk and the Assessor have acknowledged and signed the document.
  - b. Jason Winter has turned over the Assessment roll.
8. Review the Assessment Roll and Perform Statutory Duties
  - a. Examine the roll
    - a. Duane Ives looked over the assessment.
  - b. Correct description of calculation errors
    - a. No correction
  - c. Add omitted property
    - a. No omitted properties
  - d. Eliminate double-assessed property
    - a. The Assessment roll is complete.
9. Discussion/Action – Certify all corrections of error under state law (sec 70.43, Wis Stats)
10. Discussion/Action – Verify with the assessor that open book changes are

included in the assessment roll.

- a. The Assessor Jason Winter stated that there was three correction to the assessment book, the open book was:
    - i. Stinson road mobile home was burned in down and removed
    - ii. Agricultural field in the middle of the woods. Land classification changes from forest to agricultural.
    - iii. Residence changed to a pasture field.
    - iv. Revaluation land of the house, the home owner purchased a house that he stated looked like a garage.
  - b. Ricky Strauch makes the motion to accept the changes to open book, William Jacobs with the second. All Yes. Motion Carried.
11. Allow taxpayers to examine assessment data
- a. No taxpayers came to the BOR. The Assessor stated he did have several that came to Open Book.
12. 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
  - b. Requests for waiver of the BOR Hearing allowing the property owner an appeal directly to circuit court
  - c. Requests to testify by telephone or submit sworn written statement
  - d. Subpoena requests
  - e. Act on any other legally allowed/required Board of Review Matters
13. Review Notices of Intent to File Objections
- a. No notices filed
14. Proceed to hear objections, if any, and if proper notice/waivers given unless scheduled for another date.
- No Objection filed
15. Consider/act on scheduling additional Board of Review Date(s)
- a. No additional Meeting dates are required
16. Adjourn
- a. Ricky made the motion to adjourn and William with the second. All Yes. Motion Carried. Adjourned at 6:02pm

Elizabeth Pettis, Town of Bridge Creek Clerk