

**TOWN OF BRIDGE CREEK**  
**Board of Review**  
**Thursday, June 1, 2023**  
**4:30–6:30 PM (Must be in session a minimum of 2 hours)**  
**Bridge Creek Town Hall**  
**MINUTES**

1. Call Board of Review to Order  
Chairman Ricky Strauch called the meeting to order at 4:30p.m.
2. Roll Call  
Present: Supervisors Patrick Bethke and Duane Ives, Chairman Ricky Strauch and Clerk Elizabeth Pettis. Also present: Assessor Al Sunstrom
3. Confirmation of Appropriate Board of Review and Open Meetings Notices  
Duane Ives made a motion to approve the confirmation of appropriate board of review and open meetings notices. Second by Patrick Bethke.
4. Select a Chairperson for Board of Review  
Duane Ives made a motion to appoint Patrick Bethke as Chairman for Board of Review. Second made by Ricky Strauch.
5. Select a Vice-Chairperson for Board of Review  
Patrick Bethke made a motion to appoint Duane Ives as Vice-Chairperson for the Board of Review. Ricky Strauch seconded the motion.
6. Verify that Members have Met Mandatory Training Requirements  
Clerk Elizabeth Pettis verified that, Patrick Bethke, Duane Ives and Elizabeth Pettis have met the mandatory training requirements
7. Receipt of the Assessment Roll from the Assessor. 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.  
Assessor Al Sunstrom submitted assessment roll to Clerk Elizabeth Pettis. Clerk signed the Assessor's Affidavit.
8. Review the Assessment Roll and Perform Statutory Duties
  - a. Examine the roll
  - b. Correct description of calculation errors
  - c. Add omitted property
  - d. Eliminate double-assessed property
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. Assessor Al Sunstrom stated all changes have been included and there were 1 change during open book- it is written in green.
11. Allow taxpayers to examine assessment data
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
14. Proceed to hear objections, if any, and if proper notice/waivers given

unless scheduled for another date.

15. Consider/act on scheduling additional Board of Review Date(s)

No objectors attended the Board of Review

16. Adjourn

Ricky Strauch made a motion to adjourn at 6:30p.m. Second by Duane Ives. Motion carried.

Elizabeth Pettis, Town of Bridge Creek Clerk