

**Village of Holmen
Board of Review
May 25, 2023**

Clerk/Treasurer Hornberg called the Holmen Board of Review hearing proceedings to order at 4:00 pm on May 25, 2023, at the Holmen Village Hall.

Roll call was taken: Patrick Barlow, Micah Wyss, Angie Hornberg and Rich Anderson were all present.

Clerk/Treasurer Hornberg announced that a quorum was present for the Board of Review. The Assessor Tony Robley was present, and Hornberg identified herself as appointed and a member of the Board of Review; also in attendance was Village Administrator Scott Heinig. Hornberg stated they would be in session at least two hours and that this is a maintenance year which means there was no revaluation done regarding properties on the tax roll.

Hornberg announced that a Class 1 notice was filed in the April 21, 2023 paper; an affidavit of publication is available in our Village files. Notices were posted in the Village Office, on the Village website, in the Holmen Area Post Office and in the Holmen Area Library on April 10, 2023. Meeting notices were posted at the same locations on April 10, 2023.

Motion by Hornberg, seconded by Anderson, to nominate Barlow as the Board of Review Chairperson. Carried 4-0.

Motion by Anderson, seconded by Hornberg, to nominate Wyss as the Board of Review Vice Chairperson. Carried 4-0.

Hornberg stated that she has fulfilled the training requirement for Board of Review; affidavits have been filed with the State of Wisconsin.

President Barlow asked the Village Clerk/Treasurer to confirm that the Village has an ordinance for the confidentiality of income and expense information provided to the Assessor under state law. Hornberg confirmed that Chapter 144-7 was adopted August 9, 2001, by Ordinance 3-01.

President Barlow asked for confirmation on new laws; Clerk/Treasurer Hornberg confirmed there were no new laws to address this evening.

Motion by Anderson, seconded by Wyss, to adopt Board of Review policy regarding the procedure for sworn telephone testimony and sworn written testimony.

Motion by Wyss, seconded by Anderson, to adopt Board of Review policy regarding the procedure for waiver of Board of Review hearing requests.

President Barlow asked Mr. Robley to review the annual assessment ratios.

President Barlow asked the Clerk to confirm the receipt of the assessment roll. Clerk/Treasurer Hornberg stated that the assessment roll was received on May 8, 2023; the roll was reviewed by the Clerk. Open Book was held on May 8, 2023, from 4:00-6:00 pm. She also stated that the assessor signed the affidavit today; notices were sent to property owners 15 days prior to Board of Review. She confirmed that there are no zero values, no omitted property that we are aware of and she confirmed with Mr. Robley that all changes from Open Book have been included in this roll. Hornberg confirmed that the roll is good and asked that the members review the roll this evening.

Clerk/Treasurer Hornberg stated that at this time, there had been no objections filed with the 48-hour required notice and the Board would go off the record at this time.

Motion by Wyss, seconded by Anderson, to adjourn. The motion carried 4-0. The meeting adjourned at 6:01 pm.

Angela A. Hornberg
Village Clerk/Treasurer