

BOARD OF REVIEW – Meeting to Adjourn to a Later Date.  
MEETING MINUTES  
May 9, 2019 – 2 P.M.  
VILLAGE HALL BOARD ROOM

**Call To Order:**

The 2019 Board of Review Meeting to adjourn to a later date was called to order at 2:00 p.m. by Village Clerk Braunschweig.

**Roll Call**

Present: Miller, Niggemeier, Shadid, Leukert, and Filla. Absent were Schneider and Simoneau. Also present: Clerk Braunschweig and Assessor Mark Brown.

**Election of Chairperson and Vice Chairperson**

**Motion by Niggemeier, second by Miller to Nominate Shadid as the Chairperson.**

**Motion carried unanimously.**

**Motion by Niggemeier, second by Miller to Nominate Leukert at Vice Chairperson.**

**Motion carried unanimously.**

**Approval of Minutes: MOTION BY Niggemeier, second by Leukert to approve minutes of May 23, 2018. Motion carried unanimously.**

**Verification of Training: Miller, Niggemeier, and Braunschweig attended training on April 26, 2018. The Affidavit has been filed with the Department of Revenue.**

**Review Procedures: Board of Review Procedures were distributed and reviewed.**

Assessor Brown gave a status of the revaluation. The Field work continues. The notices will be mailed out mid-August. The Open Book will be on September 5<sup>th</sup> and 6<sup>th</sup>. He recommended Board of Review to be held on October 17<sup>th</sup> and then on October 18<sup>th</sup> as needed.

**Motion by Niggemeier, second by Miller for Board of Review to be held on October 17<sup>th</sup> and then on October 18<sup>th</sup> as needed. More dates will be scheduled as needed. Motion carried unanimously.**

The Department of Revenue Board of Review Videos were reviewed and discussed.

**Policies Related to Testimony and Waiver of Hearings: Board of Review Procedures related to testimony and waiver of hearings were distributed and reviewed.**

**ADJOURNMENT:**

**MOTION Niggemeier, second by Leukert to adjourn the meeting at 4:48 p.m. Motion carried unanimously.**

Respectfully submitted,

Deanna Braunschweig  
Village Clerk