

Village of Rockdale
Board of Review Minutes
May 24, 2021
4:00 p.m. – 6:00 p.m.

1. **Call Board of Review to Order.**
The Board of Review was called to order by President Julie Nelles at 4:00 p.m. in the Robert M. Smithback Community Center.
2. **Attendance Roll Call.**
Present: President Julie Nelles, Trustee Jeri Boden, Trustee Alicia Hynes, Trustee Cynthia Meyers, and Trustee Sarah Halvorson.
Absent: None
Others Present: Craig Olson, Assessor and Ann Gerlich, Clerk-Treasurer.
3. **Confirmation of appropriate Board of Review and Open Meeting notices.**
Clerk-Treasurer Gerlich confirmed that the Open Book Notice was posted on the website and three other locations.
Clerk-Treasurer Gerlich confirmed that the Board of Review Notice was published in the Cambridge News on May 6, 2021, posted on website and three other locations.
4. **Select a Chairperson for Board of Review.**
Motion by Boden, second by Hynes, to appoint Meyers as Chairperson for Board of Review. Motion carried 5-0.
5. **Select a Vice-Chairperson for Board of Review.**
Motion by Boden, second by Halvorson, to appoint Nelles as Vice-Chairperson for Board of Review. Motion carried 5-0.
6. **Verify that a member has met the mandatory training requirements.**
Clerk-Treasurer Gerlich verified that Julie Nelles, Jeri Boden, Alicia Hynes and Cindy Meyers completed the required mandatory training requirements specified in Section 70.46(4), Wis. Statutes. All affidavits have been registered with the Department of Review.
7. **Verify that the Village has an ordinance for the confidentiality of income and expense information provided to the assessor under state law (sec. 70.47(7)(af)).**
Clerk-Treasurer Gerlich verified that the Village Board of Rockdale had adopted Ordinance No. 2016-02, Chapter 14 relating to the confidentiality of income and expense information provided to the assessor under state law (sec. 70.47(7)(af) on April 18, 2016.
8. **Verify that the Village has an ordinance regarding the procedure for sworn telephone testimony and sworn written testimony.**
Clerk-Treasurer Gerlich verified that the Village Board of Rockdale had adopted Ordinance No. 2019-02, Chapter 18, Section 18.08 relating to a policy regarding

the procedure for sworn telephone testimony and sworn written testimony on May 20, 2019.

9. **Verify that the Village has an ordinance regarding the procedure for waiver of Board of Review hearing requests.**
Clerk-Treasurer Gerlich verified that the Village Board of Rockdale had adopted Ordinance No. 2019-02, Chapter 18, Section 18.07 relating to a policy regarding the procedure for waiver of Board of Review hearing requests on May 20, 2019.
10. **Review of new laws.**
There are no new laws.
11. **Filing and summary of Annual Assessment Report by Assessor's Office.**
Assessor Craig Olson indicated that the Annual Assessment Report, which is now Municipal Assessment Report has been completed and filed report balanced with the county. Olson also stated that Personal Property Assessment will be eliminated in the near future, except for building and leased land, but wasn't sure when it would come into effect.
12. **Receipt of the Assessment Role by Clerk from the Assessor.**
Clerk-Treasurer swore in Assessor Craig Olson, Assessor and witnessed the signature of assessor. Clerk-Treasurer Gerlich received the signed assessment roll from Assessor Craig Olson and signed the affidavit.
13. **Receive the Assessment Roll and sworn statements from the Clerk.**
The Board of Review received the assessment roll and sworn statement from the Village Clerk-Treasurer.

Motion by Hynes, second by Halvorson, to recess until someone comes or until we meet our two hour requirement. Motion carried 5-0.
14. **Review the Assessment Roll and Perform Statutory Duties.**
The Board examined the assessment roll for any omitted property, double assessment property, calculation errors or description errors. Assessor Craig Olson stated the Village of Rockdale is overdue for revaluation. The last one was completed in 2005. The Village of Rockdale is currently in compliance, but most likely will not be in 2022.
15. **Discussion/Action – Certify all corrections of error under state law (Sec. 70.43, Wis. Stats).**
The Board verified all corrections of error under State Law. None.
16. **Discussion/Action – Verify with the Assessor that open book changes are included in the assessment roll.**
The Board verified with Assessor Craig Olson that all open book changes are included in the assessment roll. No changes. No objectors came to open book.
17. **Allow taxpayers to examine assessment data.**
The assessment roll was made available for taxpayers to examine. No taxpayers were present.

18. **Review Notices of Intent to File Objections, if any, and if proper notice/waivers given unless scheduled for another date.**

No Intent to File Objections were received.

19. **Conduct hearings on objections to the 2021 property values.**

No objections were presented.

Motion by Hynes, second by Nelle, to reconvene Board of Review. Motion carried 5-0.

20. **Consider/Action of scheduling additional Board of Review Date(s).**

No further Board of Review dates for 2021 are necessary.

21. **Adjournment.**

Motion by Boden, second by Nelles, to adjourn the Board of Review meeting at 7:00 p.m. Motion carried 5-0.

Respectfully Submitted,
Ann E. Gerlich
Clerk-Treasurer