

**TOWN OF PLYMOUTH
BOARD OF REVIEW MINUTES**

Tuesday May 7, 2024

6:00 am to 8:00 pm

Plymouth Town Hall, 8219 W High St Orfordville, WI

Approved 5-14-2024

1. Board of Review (BOR) was called to order by Don Bomkamp at 6:05 pm.
2. Roll Call: Present are Ben Snare, Shawn Mielke and Don Bomkamp. Dawn Miller the clerk is present. The town appraiser Raymond Koscak along with Spencer Frame from Catalis the appraisal company.
3. The meeting has been posted and online to comply with BOR and open meeting laws.
4. Chair for BOR. Ben Snare/Shawn Mielke nominated Don Bomkamp for chair. Motion carries.
5. Shawn Mielke/Don Bomkamp nominated Ben Snare for Vice-Chair. Motion carries.
6. The mandatory annual training has been met by both Don Bomkamp and by Ben Snare.
7. The Town has Ordinance 2014-05 relating to the confidentiality of income and expense information
8. New laws: the personal property tax is ending. There will be a form to file with the Dept of Revenue with the change.
9. The town has a policy adopted May 18, 2017 for the procedure on sworn phone testimony and sworn written testimony.
10. The town has a policy from May 18, 2018 regarding the procedure for a waiver of BOR hearing requests.
11. The filing and summary of Annual Assessment Report is no longer required.
12. Dawn Miller, Clerk, has received the Assessment Roll and affidavit.
13. The assessment was given to the BOR members.
14. The BOR members reviewed the assessment roll.
15. No errors were found.
16. Ray Koscak verified that any changes from open book have been included in the assessment roll.
17. There were no tax payers present to exam the tax roll
18. There are no waivers requested for less than the 48-hour notice or any other request regarding BOR.
19. Notice of Intent to File Objection. None were received.
20. There were no objections to hear.
21. No future dates are needed for BOR.
22. Ben Snare moved to adjourn at 8:05. Seconded by Shawn Mielke. Motion passed.

Respectfully submitted,

Dawn Miller, Clerk