

VILLAGE OF JACKSON
AD HOC COMMITTEE MEETING
Monday, July 8, 2024 at 3:00 PM
Minutes

1. Call to Order and Roll Call

The meeting was called to order at 3:00 PM by Interim Clerk Wolf.

Members Present: Pres. Heckendorf, Jon Schoeneck, Administrator Jen Heidtke and Interim Clerk Pam Wolf.

Members Excused: None

Members Absent: None

Also Present: Mike Smigelski and Ray Koscak from Catalis.

2. Election of Chairperson and Vice Chairperson

A motion to elect Pres. Heckendorf as the Chairperson was made by Administrator Heidtke, seconded by Jon Schoeneck. A roll call vote was taken:

Pres. Heckendorf - aye

Jon Schoeneck - aye

Jen Heidtke - aye

Pamela Wolf - aye

4 ayes, 0 nays. Motion carried.

A motion to elect Jon Schoeneck as Vice Chairperson was made by Pres. Heckendorf and seconded by Administrator Heidtke. A roll call vote was taken:

Pres. Heckendorf - aye

Jon Schoeneck - aye

Jen Heidtke - aye

Pamela Wolf - aye

4 ayes, 0 nays. Motion carried.

3. Approval of Minutes for the Board of Review Meeting of May 14, 2024

The motion to approve the minutes for the Board of Review Meeting May 14, 2014 was made by Administrator Heidtke and seconded by Vice Chairperson Schoeneck.

Vote: 4 ayes, 0 nays. Motion carried.

4. Confirmation of Appropriate Board of Review and Open Meeting(s) Notices

Interim Clerk Wolf confirmed compliance with open meetings notice laws.

5. Verification of Mandatory Training Requirements for at Least One (1) Board of Review Member for 2024

Interim Clerk Wolf explained that the first meeting of the Board of Review was held prior to Clerk Gonstead's departure and her affidavit was posted with the Department of Revenue. Interim Clerk Wolf also completed training and an affidavit confirming the training is on file with the Village.

6. Filing and Summary of Annual Assessment Report (Including the Level of Assessment) by Assessor

Ray Koscak from Catalis stated the Villages aggregate assessment ratio is 100% because it was a reassessment year.

7. Receipt of the 2024 Assessment Roll and Signed Affidavit by the Clerk from the Assessor

Interim Clerk Wolf stated the 2024 Assessment Roll was received and included in the Board of Review packet posted online. It was also printed and available to the public.

8. Review the 2024 Assessment Roll and Perform Statutory Duties

1. Examine the roll,
2. Correct description or calculation errors,
3. Add omitted property, and
4. Eliminate double assessed property.

The board found no changes were needed.

9. Discussion/Action - Certify All Corrections of Error Under Wis. Stats. §70.43

The motion to place on file the Correction of Errors received from Catalis was made by Administrator Heidtke and seconded by Vice Chairperson Schoeneck.

Mike Smigelski provided background stating the parcel needing correction was annexed by the Village from the Town and should have been tax classified as Agricultural. It had been tax classified as residential in error.

Vote: 4 ayes, 0 nays. Motion carried.

10. Discussion/Action - Verify with the Assessor that Open Book Changes are Included in the 2024 Assessment Roll.

Mike Smigelski and Ray Koscak provided background stating between 15-20 residents made appointments or walked in to meet with the assessor at Open Book. As a result of those meetings, four(4) changes were made and should be added to the Assessment Role. Changes were made to parcel numbers V3_0757009, V3_0750006, V3_0750010 and V3_048900Q001.

11. Assessor Comments

Mike Smigelski stated there were about 40-50 phone calls in addition to the walk-in and appointments for Open Book. Ray Koscak stated there were 60 total properties owners inquired about. Net new construction is \$48.9 million. Increases were on average 35% for residential and 30% for commercial. The total assessed value of locally assessed real estate in the Village was updated to \$1,210,589,600.00.

12. Allow Taxpayers to Examine the 2024 Assessment Data

No property owners were in attendance to examine the roll, no action was taken.

13. During the First Two Hours, Consideration of:

1. Waivers of the required 48-hour notice of intent to file an objection when there is good cause,
2. Requests for waiver of the Board of Review hearing, allowing the property owner an appeal directly to the circuit court,
3. Requests to testify by telephone or submit a sworn written statement,
4. Subpeona requests, and
5. Act on any other legally allowable or required Board of Review matters.

No formal requests for review or adjustment were received, no action was taken.

14. Review Notices of Intent to File Objection

No formal requests were received and no action was taken.

15. Proceed to Hear Objections, if any and if Proper Notice/Waivers Given, Unless Scheduled for Another Date

The motion to suspend the meeting until 4:58PM unless a property owner were to arrive was made by Administrator Heidtke and seconded by Vice Chairperson Schoeneck.

Vote: 4 ayes, 0 nays. Motion carried.

Those present while the Board waited for property owners to arrive included Chairperson

Pres. Heckendorf, Administrator Heidtke, Interim Clerk Wolf, Vice Chairperson Jon Schoeneck, and from Catalis Mike Smigelski and Ray Koscak.

16. Consider/Act on Scheduling Additional Board of Review Dates(s), if Necessary

A motion to reconvene the meeting was made by Chairperson Pres. Heckendorf, seconded by Administrator Heidtke. It was determined no hearings needed to be scheduled as no property owners were present during the two hours the board and assessors were present.

Vote: 4 ayes, 0 nays. Motion carried. The meeting reconvened at 4:58 PM

17. Adjourn

A motion to adjourn the meeting was made by Interim Clerk Wolf and seconded by Vice Chairperson Schoeneck.

Vote: 4 ayes, 0 nays. Motion carried. The meeting was adjourned at 5:00 PM.

Respectfully Submitted,
Pamela Wolf - Interim Village Clerk