

**BOARD OF REVIEW AGENDA**  
**VILLAGE OF SURING**  
**Municipal Building-604 E. Main Street – Learning Center Room I**  
**Monday, April 28, 2025 – 1 pm**

1. Meeting was called to order by Village President at 1:00pm
2. Roll Call: Present- Gruetzmacher / Kohlwey / Schuettpelz / Steffeck / Assessor Ryan Raatz from R&R Assessing. Also present: Jerry Moede, Adam Moede, and Erin Cooke.
3. Confirmation of appropriate Board of Review and Open Meetings notices was made by clerk.
4. Discussion and Possible action on Selecting a Chairperson for Board of Review – Motion to nominate Leslie Steffeck was made by Schuettpelz and second by Kohlwey. All ayes. Motion carried.
5. Discussion and Possible action on Selecting a Vice-Chairperson for BOR.- Motion to nominate Jim Kohlwey was made by Schuettpelz and second by Steffeck. All ayes. Motion carried.
6. Verification of a member meeting the mandatory training requirements specified in Sec. 70.46(4). – Clerk reported that training requirements have been met by all four board of review members and reported to Department of Revenue.
7. Verification 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 stated Village has ordinance which his 2-4-1 (h).
8. Review of new laws. – Assessor reported no new laws impacting assessment for 2025.
9. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony. – Clerk stated Village follows the State Statutes.
10. Adoption of policy regarding the procedure for waiver of Board of Review hearing requests. – Clerk stated that Village follows the State Statutes.
11. Clerk received assessment roll from Assessor.
12. Receive the Assessment Roll and sworn statement from the clerk.
13. Review the Assessment Roll and Perform Statutory Duties – Assessor reported that there were no open book changes. Assessor reported there were a total of 26 changes in assessment in total and residential new construction totaled \$113,500 and commercial new construction totaled \$10,500. Assessor went through each of the 26 changes with the Board of Review.
  - a. Examination of Tax Roll
  - b. Correct description or calculation errors
  - c. Add omitted property, and
  - d. Eliminate double assessed property.
14. Discussion/Action – Certify all corrections of error under state law (Wis. Stats. 70.43) – No errors found.
15. Discussion/Action – Verify with the assessor that open book changes are included in assessment roll. Assessor noted no changes made with open book.
16. Allow taxpayers to examine assessment data. – No one present wished to review the assessment data.

17. Consideration of: None noted.

- a. Waivers of the required 48-hour notice of intent to file an objection when there is good cause
- b. Requests for waiver of the BOR hearing
- c. Requests to testify by telephone or submit written statements
- d. Subpoena request
- e. Other legally allowed/required BOR matters

18. Review Notices of Intent to File objections. Clerk recorded that one Notice of Intent to File Objection was received from Jerome K. Moede, trustee of Moede Family Irrevocable Trust. The property owner/objector resides at 12561 Balsam Lane, Suring, WI. The address for the property in question is 325 S Knapp Street, Suring, WI. The tax parcel number for this property is 18103130851440. This property has been classified for assessment purposes as residential and is 2.370 acres. The value in the assessment roll for the current year is:

Land \$13,700

Improvements \$153,800

Total Assessment \$167,500

19. Proceed to hear objections, unless scheduled for another date. – Chair Steffeck proceeded to outline process and procedures. Mr. Moede stated he was not objecting to his assessment but was inquiring on taxes. Board of Review informed Mr. Moede that all the Board of Review can do is hear testimony regarding the objection to assessment. Board of Review conducted and a motion that the assessment by the Assessor is to stand at \$167,500 was made by Kohlwey and second by Schuettpelz. Roll Call Vote: Ayes – Steffeck, Schuettpelz, Kohlwey, Gruetzmacher. Nays – None. Motion carried.

20. Consider/act on scheduling additional BOR date(s), if necessary. N/A

21. Adjourn (to future date if needed.) Motion to adjourn was made by Schuettpelz and second by Kohlwey. All ayes. Motion carried. Meeting adjourned at 3:00 PM

Minutes prepared by Kim Gruetzmacher, Clerk/Treasurer