

TOWN OF CLAYTON

Board of Review

Meeting Minutes

10:00 A.M. – 12:00 NOON on Tuesday, May 19, 2020

Town Office Meeting Room, 8348 County Road T, Larsen, WI 54947

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I. Call to Order:

A. Notice Verification, Roll

1. Town Board Chairman Geise called the meeting to order at 10:00 a.m.
2. Pledge of Allegiance recited
3. Verification of Notice
4. Roll

a. Board of Supervisors

Chair Geise	PRESENT
Supervisor Lettau	EXCUSED
Supervisor Grundman	PRESENT (Arrived 10:01 am)
Supervisor Wisnyske	PRESENT
Supervisor Reif	PRESENT

b. Staff

Administrator Straw	PRESENT
Clerk Stevens	PRESENT
Town Assessor Mack	PRESENT

II. Select Board of Review Chairperson

**MOTION:**

Town Board Chair Geise nominated Supervisor Reif as Chairperson for Board of Review

Nomination was seconded by Supervisor Wisnyske

Motion carried by unanimous voice to approve Scott Reif to be Chairperson of Board of Review

III. Assessor Luke Mack, Associated Appraisal Consultants, Inc. turned over CY 2020 Assessment Roll for the Clerk to sign.

- Mr. Mack discussed the following topics with members of the Board:
  - Town of Clayton performed an Interim Market Update
  - Approximately 1350 Change in Assessment Letters were mailed April 17, 2020
  - Open Book was held May 1, 2020
  - Due to Covid-19, Open Book was primarily conducted via phone with appointments occurring from the time Change in Assessment Letters were mailed to 48 hours prior to convening of the Board of Review.
  - Received approximately 100-120 Open Book calls
  - No changes made related to Covid-19. Values have remained stable
  - Approximately \$5,000,000 in new construction
  - Level of Assessment will be approximately 0.95
  - Valuation total is \$509,297,000 including personal property

IV. Property Assessment Hearings as Scheduled

- No objections met the 48-hour deadline.

**MOTION:**

Motion by Supervisor Grundman

Second by Town Board Chair Geise

Motion to Recess at 10:16 a.m.

Motion carried by unanimous voice vote

**MOTION:**

Motion by Town Board Chair Geise

Second by Supervisor Grundman

Motion to return from recess at 11:57 a.m.

Motion carried by unanimous voice vote

- Assessor Mack provided the signed Assessor's Affidavit to the Clerk.

**MOTION:**

Motion by Town Board Chair Geise

Second by Supervisor Grundman

Motion to accept the Assessors Roll for 2020

Motion carried by unanimous voice vote

V. Adjournment – 12:00 p.m.

**MOTION:**

Supervisor Grundman made a motion to adjourn sine die.

Second by Supervisor Wisnefske

Motion carried by unanimous voice vote to adjourn sine die.

Respectfully submitted,

Holly Stevens, Clerk