

TOWN OF CLAYTON

Board of Review

Meeting Minutes

10:00 A.M. – 12:00 NOON on Thursday, June 7, 2018

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

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   | PRESENT |
| Supervisor Grundman | PRESENT |
| Supervisor Schmidt  | PRESENT |
| Supervisor Reif     | PRESENT |

b. Staff

|                        |         |
|------------------------|---------|
| Administrator Johnston | PRESENT |
| Deputy Clerk Stevens   | PRESENT |
| Town Assessor Mack     | PRESENT |

II. Select Board of Review Chairperson

**MOTION:**

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

Nomination was seconded by Supervisor Grundman

Motion carried by unanimous voice to approve Kay Lettau to be Chairperson of Board of Review

III. Assessor Luke Mack, Associated Appraisal Consultants, Inc. turned over CY 2018 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
  - Change in Assessment Letters were mailed May 9, 2018
  - Open Book was held May 18, 2018
  - Approximately 60 appointments addressed at Open Book
  - Valuation total is \$477,476,000; Total including manufacturing is approximately \$503,000,000
  - Personal Property Law Change dropped that value by approximately \$2,300,000.

IV. Property Assessment Hearings as Scheduled

- A. No objections met the 48-hour deadline. One (1) objection was filed in the clerk’s office late, after the statutory deadline for filing.

- Assessor Mack explained that it is at the Board’s discretion to hear or not hear objections submitted after the statutory deadline
- Lee Baker, 8105 Oakwood Avenue, submitted his objection after the statutory deadline but requested the Board hear his objection
- The Board requested explanation from Mr. Baker for not meeting the statutory deadline
- Mr. Baker explained he had other things going on and was not able to get the objection in on time.
- Town Board Chair Geise explained that the Board is bound by State Law.
- Supervisor Reif added that without a significant reason for being late, allowing Mr. Baker to proceed with his objection would set a precedent the Board is unable to uphold

**MOTION:**

Motion by Town Board Chair Geise to deny testimony from Mr. Lee Baker, 8105 Oakwood Avenue, due to his objection not being filed by or before the statutory deadline.

Second by Supervisor Reif

Motion carried by unanimous voice vote

**MOTION:**

Motion by Town Board Chair Geise

Second by Supervisor Schmidt

Motion to Recess at 10:15 a.m.

Motion carried by unanimous voice vote

**MOTION:**

Motion by Town Board Chair Geise

Second by Supervisor Schmidt

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.
- He noted there were 3 corrections of errors, 1 personal property and 2 real property included with the roll and as part of the Statement of Assessment.

**MOTION:**

Motion by Supervisor Grundman

Second by Town Board Chair Geise

Motion to accept the Assessors Roll for 2018

Motion carried by unanimous voice vote

V. Adjournment – 12:00 Noon

**MOTION:**

Supervisor Grundman made a motion to adjourn sine die.

Second by Supervisor Schmidt

Motion carried by unanimous voice vote to adjourn sine die.

Respectfully submitted,  
Holly Stevens, Deputy Clerk