**The Board of Review was held in the Erich Gnant Room of the Town Hall, 645 N Janacek Road, Brookfield, WI.**

1. CALL TO ORDER.

Supervisor Ryan Stanelle called the meeting to order at 6:00 p.m. with the following people present: Supervisors John Charlier, Steve Kohlmann, and John Schatzman; Member Robert Wiseman and Deputy Clerk Marcia Szalewski. Chairman Keith Henderson and Administrator/Interim Clerk Tom Hagie were absent and excused.

1. MEETING NOTICES.

The meeting was noticed in accordance with Open Meeting Law.

1. APPROVAL OF AGENDA.

Motion by Supervisor Charlier to approve.

Seconded by Supervisor Schatzman.  
*Motion Passed Unanimously.*

1. ELECTION OF OFFICERS (CHAIRMAN AND VICE CHAIRMAN).

Motion by Supervisor Schatzman to elect Supervisor Stanelle as Chairman of the Board.

Seconded by Supervisor Kohlmann.

*Motion Passed Unanimously.*

Motion by Supervisor Schatzman to elect Supervisor Kohlmann as Vice Chairman of the Board.

Seconded by Supervisor Charlier.

*Motion Passed Unanimously.*

1. VERIFY TRAINING CERTIFICATION AFFIDAVIT PURSUANT TO SS 70.46(4) WIS. STATS. (MINIMUM OF ONE MEMBER MUST HAVE RECEIVED TRAINING).

Chairman Stanelle confirmed both he and Town Chairman received the required training certification.

1. REMINDER TO BOARD OF REVIEW MEMBERS OF ORDINANCE 1.23(2) RELATED TO THE CONFIDENTIALITY OF INFORMATION ABOUT INCOME AND EXPENSE REQUIRED BY THE TOWN ASSESSOR IN PROPERTY ASSESSMENT MATTERS.

Chairman Stanelle reminded the members of the confidentiality requirements.

1. BOARD OF REVIEW RULES AND PROCEDURES POLICY.

Town Assessor Mike Grota with Catalis reviewed the rules and procedures of the Board of Review*.*

1. ASSESSOR’S REPORT ON THE VALUES AND TRENDS IN THE TOWN OF BROOKFIELD.

Town Assessor Mike Grota with Catalis presented the assessor’s report.

Motion by Supervisor Schatzman to go into recess.

Seconded by Vice Chairman Steve Kohlmann.

*Motion Passed Unanimously.*

1. EXAMINATION, CORRECTION OF ERRORS AND CERTIFICATION OF CORRECTIONS IF WARRANTED AND ACCEPTANCE OF THE 2023 ASSESSMENT ROLL FOLLOWING A DETERMINATION THAT OPEN BOOK CHANGES ARE INCLUDED IN THE ASSESSMENT ROLL PRESENTED.

After review of the 2023 Roll, it was determined the Roll is incomplete. The Town Assessor will reconcile the building permits from 2021 to present to the Roll and present the revised Roll at the next hearing date. In addition, the Town Assessor will work with the Town Administrator and Development Services Department to develop a new procedure for tracking assessment related information going forward.

1. REVIEW OBJECTIONS FOR ACCEPTABILITY AND SCHEDULE, DENY OR WAIVE HEARINGS FOR WRITTEN OBJECTIONS RECEIVED. CONSIDER ASSESSOR’S REQUEST FOR SUBPOENA(S) AS NEEDED.

None.

1. ADJOURN TO ADDITIONAL HEARING DATE(S), IF NECESSARY OR IF NONE, ADJOURN.

Motion by Vice Chairman Kohlmann to adjourn to September 19, 2023 at 6 p.m.

Seconded by Supervisor Charlier.

*Motion Passed Unanimously.*

Respectfully submitted,

Tom Hagie

Town Administrator/Interim Clerk