

**VILLAGE OF NEW AUBURN**  
**BOARD OF REVIEW MEETING MINUTES**  
**Wednesday, September 6, 2023 at 3:30 PM**

Meeting Location: Village Hall, 130 E Elm St., New Auburn, WI 54757

1. **Call to order & Roll call:** the meeting of the Board of Review, Village of New Auburn, was held Tuesday, May 24, 2022 at 6:00 p.m., at the Village Hall. Members present were Village President Shannon Berg, Trustee Allan Anderson, Clerk-Treasurer Ardith Story, and Randy Prochnow from Prochnow Assessing.
2. **Confirmation of appropriate Board of Review and Open Meetings Notices.** Taxpayers were notified by public notice that the assessment rolls were available for examination for three weeks prior to the Board of Review meeting. The Board of Review notices were published in the Bloomer Advance; posted at the Village Hall, Security Bank, New Auburn Post Office, and the Village Hall (at the exterior and in the interior) three weeks prior to the meeting.
3. **Select a Chairperson for Board of Review:** Motion by Anderson/Story to appoint Shannon Berg as Chairperson. All aye. None opposed. Motion carried.
4. **Select a Vice-Chairperson for Board of review:** Motion by Story/Berg to appoint Allan Anderson as Vice-Chairperson. All aye. None opposed. Motion carried.
5. **Minutes from May 24, 2022 meeting:**  
Motion by Berg/Anderson to approve the May 24, 2022 Board of Review minutes. All aye. None opposed. Motion carried.
6. **Verify that a member has met the mandatory training requirements:** Clerk-Treasurer Story confirmed that the mandatory certification in Board Review training procedures as required by the State of Wisconsin has been met. Report was submitted with the State of Wisconsin.
7. **Verify 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):** Village ordinance 2.13(4)(c) covers the confidentiality of income and expense information. Verified by Assessor Prochnow.
8. **Review of new laws:** Assessor Prochnow indicated there are no new laws for 2023 but will be for 2024.
9. **Confirm policy adoption regarding for sworn telephone testimony and sworn written testimony:**  
No Action.
10. **Confirm policy regarding the procedure for waiver of Board of Review hearing requests:**  
No Action.
11. **Filing and summary of Annual Assessment Report:**  
Assessor Prochnow submitted the assessment report(s) as necessary.
12. **Receipt the Assessment roll by Clerk from the Assessor:**  
Indicated as receipted.
13. **Receive the Assessment roll and sworn statements from the Clerk:**  
The sworn statement of Assessment has been received from Clerk-Treasurer Story and indicated as correct by Assessor Prochnow.
14. **Review the Assessment Roll and perform Statutory Duties:**
  - a. **Examine the roll** – the examination was completed. Clerk-Treasurer Story, as Clerk of the Village of New Auburn, has examined the roll.
  - b. **Correct description or calculation errors** – none noted.
  - c. **Add omitted property** – no omitted properties.
  - d. **Eliminate double assessed property** – if discovered will be addressed in recess.
15. **Discussion/Action – Certify all corrections of error under state law WI Stat. 70.43:**  
Motion by Berg/Anderson noting correction errors as “none”. All aye. None opposed. Motion carried.
16. **Discussion/Action to verify with the assessor that open book changes are included in the assessment roll:** Assessor Prochnow provided changes as for the full re-evaluation done in the Village in 2023. No property owners attended.
17. **Allow taxpayers to examine assessment data:** No property owners were present during Board of Review. The tax rolls were available at the Village Hall for three weeks prior to the Board of

Review and prior to open book. One person presented to review the re-assessment books, John Hahlberg, at Village Hall. No objections were received by Clerk. None presented to Prochnow.

**18. During the first two hours, consideration of:**

- a. Waivers of the required 48-hour notice of intent to file an objection when there is good cause; Assessor Prochnow and Clerk-Treasurer Story noted no objections were filed.
- b. Requests for waiver of the BOR hearing allowing the property owner an appeal directly to circuit court: No waivers.
- c. Requests to testify by telephone or submit sworn written statement: Assessor Prochnow and Clerk-Treasurer Story noted as none.
- d. Subpoena of requests: Noted as none.
- e. Act on any other legally allowed or required Board of Review matters: Noted as none.

**19. Review Notices of Intent to File Objection –** Noted as none aware of.

**20. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date –** Noted as none needed and without any appointments by Assessor Prochnow. Motion by Berg/Anderson to go into recess. Roll call: President Berg – aye; Trustee Anderson – aye; Clerk-Treasurer Story – aye. 3-0. Motion carried

**Review of Assessments for Barron and Chippewa Counties.**

The biggest impact Chippewa County had for the village was the loss of assessed value was with Chippewa Sands sale of the building and properties, the assessed value dropped from \$5,000,000 down to \$900,000 in 2023.

**21. Consider/act on scheduling additional Board of Review Date(s):** None in future.

Motion by Berg/Anderson out of recess at 5:35 p.m.

**22. Adjourn:** It is noted that no individuals/persons arrived in person or called during the meeting.

Motion by Story/Anderson to adjourn the 2023 Board of Review at 5:38 p.m. All aye. None opposed. Motion carried.

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Prepared by,  
Ardith Story, WCMC Clerk-Treasurer

Approved by,

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Shannon Berg, Village President