

BOARD OF REVIEW MINUTES
WEDNESDAY, SEPTEMBER 30, 2026 AT 8:30 AM
ALLOUEZ VILLAGE HALL, 1900 LIBAL STREET

CALL BOARD OF REVIEW TO ORDER

Chair Bonk called the meeting to order at 8:30 a.m.

Present: Bonk, Delbecchi, Krawczyk, Houston, VanRemortel

Also Present: Mike Denor (Assessor), Carrie Zittlow (Clerk)

APPROVAL OF MAY 20, 2026 MINUTES

Houston/VanRemortel moved to approve the May 20, 2026 minutes. Motion carried.

CONFIRMATION OF APPROPRIATE BOARD OF REVIEW AND OPEN MEETINGS NOTICES

Notice of Open Book & Board of Review was published on August 14, 2026. Notice of Board of Review meeting was published and posted on September 25, 2026.

VERIFY THAT A MEMBER HAS MET THE MANDATORY TRAINING REQUIREMENTS

(sec. 70.46(4) Wis. Stats.)

All members attended training to satisfy Wis. Stats. 70.46(4) which requires at least one Board of Review voting member to attend training each year of the board's first meeting.

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), Wis. Stats.) (Allouez Village Code §50-5, Confidentiality of Income and Expense Information)

REVIEW OF NEW LAWS

None

RECEIPT OF THE ASSESSMENT ROLL BY CLERK FROM THE ASSESSOR

Clerk received copy of Assessment Roll from Assessor. Updated Assessment Roll and Assessor's Affidavit were presented at Board of Review on September 30, 2026.

RECEIVE THE ASSESSMENT ROLL AND SWORN STATEMENTS FOR THE CLERK

Assessment Roll – received

Sworn Statements – none

REVIEW THE ASSESSMENT ROLL AND PERFORM STATUTORY DUTIES

Examine the roll,

Correct description or calculation errors,

Add omitted property, and

Eliminate double assessed property.

Assessment roll was examined.

CERTIFY ALL CORRECTIONS OF ERROR UNDER STATE LAW (sec. 70.43 Wis. Stats.)

- None

VERIFY WITH THE ASSESSOR THAT OPEN BOOK CHANGES ARE INCLUDED IN THE ASSESSMENT ROLL

Denor verified that Open Book changes were included in the Assessment Roll.

ALLOW TAXPAYERS TO EXAMINE ASSESSMENT DATA

- None present

During the first two hours, consideration of:

Waivers of the required 48-hour notice of intent to file an objection when there is good cause, requests for waiver of the BOR hearing allowing the property owner an appeal directly to circuit court, requests to testify by telephone or submit sworn written statement, subpoena requests, and act on any other legally allowed/required Board of Review matters.

- None received

REVIEW NOTICE OF INTENT TO FILE OBJECTION

- None

PROCEED TO HEAR OBJECTIONS, IF ANY AND IF PROPER NOTICE/WAIVERS GIVEN UNLESS SCHEDULED FOR ANOTHER DATE

- None

CONSIDER/ACT ON SCHEDULING ADDITION BOARD OF REVIEW DATE(S)

- Not needed

ADJOURNMENT

Houston/ Krawczyk moved to accept the assessment roll as presented and adjourn sine die at 10:30 am for 2026. Motion carried.

Minutes submitted by Carrie Zittlow, Clerk-Treasurer