

**VILLAGE OF SUSSEX
SUSSEX, WISCONSIN**

**Minutes of the Board of Review Meeting of
June 10, 2025**

President LaDonne called the meeting to order at 4:01pm.

Roll Call

Members present: Anthony LeDonne, Lee Uecker, and Jennifer Boehm.

Members excused: None

Also present: Village Assessor Dean Peters, Village Attorney John Macy, and Village Administrator Jeremy Smith.

Confirmation of appropriate Board of Review and Open Meetings notices

Ms. Boehm confirmed all required notices were posted per state statutes.

Select Chairperson for 2025 Board of Review

Motion by Uecker, seconded by Boehm to select LeDonne as the chairperson for the 2025 Board of Review.

All voted Aye; Motion Carried

Select Vice-Chairperson for 2025 Board of Review

Motion by LeDonne, seconded by Boehm to select Uecker as the Vice-chairperson for the 2025 Board of Review.

All voted Aye; Motion Carried

Verify a board member has met mandatory training requirement

Ms. Boehm provided the Board of Review Member Training Affidavit.

Verify that the Village has an ordinance for the confidentiality of income and expense information provided by the assessor under state law – Sec. 70.47(7)(af)

Section 3.12(1) of the Village Code was included in the meeting packet.

Review of new laws

The Village Attorney reviewed new laws and information relevant to the Board.

Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony

The previously adopted policy was reviewed.

A motion by LeDonne, seconded by Uecker to accept our sworn telephone or sworn written testimony procedure policy.

All voted Aye; Motion Carried

Adoption of policy regarding the procedure for waiver of Board of Review hearing requests

The previously adopted policy was reviewed.

A motion by LeDonne, seconded by Uecker to accept our procedure for waiver of Board of Review hearing requests.

All voted Aye; Motion Carried

Filing and summary of Annual Assessment Report by Assessor's Office

Dean Peters gave a summary of the Annual Assessment Report.

Receipt of the assessment roll by the Clerk from the Assessor

Jennifer Boehm accepted the assessment roll from Dean Peters.

Receive the Assessment Roll and sworn statements from the clerk

Review the Assessment Roll and Perform Statutory Duties:

Anthony LeDonne, Lee Uecker, and Jennifer Boehm reviewed the assessment roll.

Discussion/Action to certify all corrections of error under state law – Wis. Stats. Sec. 70.43)

No corrections, no action required.

Discussion/Action regarding verification from the Assessor that open book changes are included in the assessment roll

The Board verified all changes from the open book period are included in the assessment roll.

Allow taxpayers to examine assessment data

During the first two hours, grant:

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

Act on any other legally allowed, required matters

None

Review Notices 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 additional Board of Review Date(s)

None

Adjournment

Motion by LeDonne, seconded by Uecker to adjourn the 2025 Board of Review at 6:01pm.

All voted Aye; Motion Carried

Respectfully submitted,
Jennifer Boehm
Village Clerk