

**TOWN OF TRADE LAKE  
11811 TOWN HALL ROAD  
FREDERIC, WI 54837**

**2025 BOARD OF REVIEW MINUTES**

**Saturday May 3, 2025**

**9:00am – 11:00am**

1. Call Board of Review (BOR) to order by town chairperson, Ramona Moody at 9:00am.
2. Roll Call: members present are Town board representatives, Ramona Moody, Scott Doornink, and Adam Lesak. Also present are town assessor, Ron Meyer and town clerk, Marjie Gravelle.
3. Confirmation of appropriate BOR and Open Meetings notices: Notice was published in the Inter-County Leader on March 26, 2025 and posted in the three physical locations: Trade Lake Town Hall, Trade Lake Store and Bass Lake Lumber on March 29, 2025 at 10:30am as well as the Town of Trade Lake website.
4. Select a Chairperson for BOR: Motion by Doornink for Ramona Moody to be chairperson for BOR. Seconded by Lesak. Motion carried by voice vote.
5. Select a BOR Vice-Chairperson: Motion by Doornink for Adam Lesak to be vice-chairperson. Seconded by Moody. Motion carried by voice vote.
6. Verify that at least one BOR member has met the annual mandatory training requirements: Ramona Moody and Adam Lesak have met the mandatory training requirements.
7. Verify that the Village has an ordinance for the confidentiality of income and expense information provided to the Assessor under state law (Wis. Stat. § 70.47(7)(af)): it was confirmed the town has an ordinance for the confidentiality of income and expense presented during the meeting.
8. Review of new laws: Assessor Ron Meyer was sworn in by Town Clerk. Ron then reviewed applicable new laws pertaining to privacy redaction from the tax rolls for certain people, such as judges.
9. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony: there was no one desiring to give sworn telephone nor written testimony.
10. Adoption of policy regarding the procedure for waiver of BOR hearing requests: there was no one desiring a waiver of BOR hearing.
11. Filing and summary of Annual Assessment Report by Assessor's Office: Assessor Meyer reviewed the annual assessment report.
12. Receipt of the assessment roll by the Clerk from the Assessor: Clerk Gravelle received the assessment roll and applicable paperwork.
13. Receive the Assessment Roll and sworn statements from the Clerk: the BOR board received the assessment roll from Clerk Gravelle.
14. Review the Assessment Roll and perform statutory duties: BOR board review the assessment roll and preformed statutory duties.
15. Examine the roll: BOR members reviewed the assessment roll.
16. Correct description or calculation errors: No action appeared to be necessary.
17. Add omitted property, and: No action appeared to be necessary.
18. Eliminate double assessed property: The BOR board observed tax ID #'s 24237 & 24238 under two names in the assessment rolls. Assessor Meyer will be review this and reporting back to the Town Clerk.
19. Discussion/Action - Certify all corrections of error under state law (Wis. Stat. § 70.43).

20. Discussion/Action - Verify with the Assessor that open book changes are included in the assessment roll: Assessor Meyer provided documentation for Tax ID: 35970 to change assessment from \$120,000 to \$80,000 due to a parcel change.
21. Allow taxpayers to examine assessment data: No taxpayers in attendance.
22. Hear Objections and Deliberations and Decisions on Objections: No property owners desired a hearing.
23. Waivers of the required 48-hour notice of intent to file an objection when there is good cause: No taxpayers in attendance.
24. Requests for waiver of the BOR hearing allowing the property owner an appeal directly to the circuit court: No taxpayers requests.
25. Requests to testify by telephone or submit a sworn written statement: No taxpayer requests.
26. Subpoena requests, and: No taxpayers requests.
27. Act on any other legally allowed or required BOR matters: No action taken
28. Review Notices of Intent to File Objection: No taxpayers in attendance, no objections filed.
29. Proceed to hear objections, if any, and if proper notice/waivers given, unless scheduled for another date No taxpayers in attendance, no objections filed.
30. Consider/act on scheduling additional BOR Date(s): No action needed.
31. Adjourn (to a future date if necessary): Motion to adjourn by Lesak. Seconded by Doornink. Motion carried by voice vote at 11:00am.

Submitted by: Marjie Gravelle, Town of Trade Lake Clerk