

Village of Mukwonago  
**Notice of Meeting and Agenda**

**BOARD OF REVIEW MEETING**  
**Tuesday, May 24, 2022**

Time: **5:00 pm**

Place: **440 River Crest Ct., Mukwonago, WI 53149**

**1. Call To Order**

**2. Roll Call**

**3. Approval of Minutes**

3.1 Minutes of the July 20, 2021 Board of Review Meeting.

[2021-07-20 Draft BOR Minutes](#)

**4. Verify the members have met the mandatory training requirements**

**5. Verification from the Clerk all appropriate BOR notices and meeting notices have been made.**

**6. Receive the Assessment Roll and Sworn Statement from the Clerk.**

**7. Open Book was held on May 4, 2022, and verification with the Assessor all open book changes have been included in the assessment roll.**

**8. Examine the Assessment Roll and correct any errors in description of computation, add omitted properties, or eliminate double assessed property.**

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

- Hear waivers of the required 48 hour notice of intent to file an objection when there is good cause.
- Hear waiver requests for BOR hearing to allow the property owner an appeal directly to the 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.

**10. Review written notices of intent to file objection.**

**11. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date.**

**12. (If Necessary) Create a hearing schedule for written objections filed but not heard.**

**13. Adjourn**

**Members: President Fred Winchowky, Clerk Diana Dykstra, Trustee Scott Reeves, Trustee Ken Johnson, Trustee John Meiners**

It is possible that a quorum of, members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note, upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services. For additional information or to request this service, contact the Municipal Clerk's Office, (262) 363-6420.

## **MINUTES OF THE BOARD OF REVIEW MEETING Tuesday, July 20, 2021**

Time: **5:00 pm**

Place: **440 River Crest Ct., Mukwonago, WI 53149**

### **Call To Order**

President Winchowky called the meeting to order at 5:00PM.

### **Roll Call**

Members Present                      James Decker  
   Roger Walsh  
   Eric Brill  
   Diana Dykstra, Village Clerk  
   Fred Winchowky, Village President  
   Nick Laird, Assessor

### **Verify the members have met the mandatory training requirements**

Clerk Dykstra presented the annual BOR Training Member Affidavit which noted Fred Winchowky and Clerk Dykstra met the mandatory training requirements.

### **Verification from the Clerk all appropriate BOR notices and meeting notices have been made.**

Clerk Dykstra noted all notices were posted, published as required under the law.

### **Receive the Assessment Roll and Sworn Statement from the Clerk.**

Assessor Laird noted the assessment for the Village is about 94% and all the open book changes have been made.

### **Examine the Assessment Roll and correct any errors in description of computation, add omitted properties, or eliminate double assessed property.**

### **Open Book was held on June 30, 2021, and verification with the Assessor all open book changes have been included in the assessment roll.**

Assessor confirmed all open book changes have occurred and there were a few changes made from open book.

### **During the first two hours, consideration of:**

Hear waivers of the required 48 hour notice of intent to file an objection when there is good cause.  
Hear waiver requests for BOR hearing to allow the property owner an appeal directly to the 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  
Assessor Laird noted there was a written notification requesting a waiver of the BOR hearing for Walmart Business Real Estate Trust from Attorney Corina Torres.

Decker/Brill motion to approve the request for a waiver of the Board of Review Hearing.  
Unanimously carried.

**Review written notices of intent to file objection.**

There were no other requests or objectors.

Decker/Brill motion to recess until 7pm while they await any objectors. Unanimously carried.

Members returned to their seats at 6:59pm.

**Adjourn**

Hearing no objectors or objections meeting was adjourned at 7:00pm.

Respectfully Submitted,

Diana Dykstra, MMC  
Village Clerk-Treasurer

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