

Town of Black Earth
Minutes of Board of Review
Monday, May 19, 2025

1. Call Board of Review to order. Town Chair Tom Turk called the 2025 Board of Review to order at 4:00 PM.
2. Roll Call. Chairman Tom Turk – present; Supervisor Barb Parrell – present; Alternate Dayna Dreis – present; Clerk Stephanie Zwettler – present; Assessor Jill Frazier – present.
3. Confirmation of Board of Review notice. Clerk Stephanie Zwettler provided an affidavit of posting of the full Board of Review notice on May 2, 2025.
4. Select a Board Chairperson for BOR. Barb Parrell moved and Dayna Dreis seconded the motion to nominate Tom Turk as Chairperson for the Board of Review. Motion carried. 3-0
5. Select a Vice-Chairperson for BOR. Select a Vice-Chairperson for Board of Review. Dayna Dreis moved and Tom Turk seconded the motion to nominate Barb Parrell as Vice-Chairperson for the Board of Review. Motion carried. 3-0
6. Verify that at least one member has met the annual mandatory training requirements. Clerk Stephanie Zwettler provided the affidavit of the 2025 Board of Review training for Tom Turk.
7. Review of new laws. Assessor Jill Frazier reported recent changes with cell tower assessments.
8. Adoption of amendment to policy regarding the procedure for sworn telephone testimony and sworn written testimony. The Clerk presented a policy regarding the procedure for sworn telephone and written testimony for approval.
9. Adoption of policy regarding the procedure for waiver of Board of Review hearing requests. The Clerk presented a policy regarding the procedure for waiver of Board of Review hearing requests for approval.
10. Assessment roll 2025. Assessor Jill Frazier presented the 2025 assessment roll that was present at Open Book.
11. Assessor's Affidavit and Oath of Office. The Assessor's Affidavit and Oath of Office were signed and accepted by Clerk Stephanie Zwettler.
12. Review the assessment roll and perform statutory duties: examine the roll, correct description or calculation errors, add omitted property, and eliminate double-assessed property.
13. Certify all corrections of error under State law (Wis. Stat. 70.43)
14. Verify with the Assessor that open book changes are included in the assessment roll. Assessor Jill Frazier confirmed that open book changes are included in the roll.

15. Objections, if any, to the assessment roll, and if proper notice/waivers given, unless scheduled for another date. The Clerk attested that there were no objections to this assessment roll, either verbal or written in the past 48 hours, which includes checking the post office box today prior to this Board of Review session.
16. Review Notices of Intent to File Objection. The Board of Review is now in session for the next 2 hours.
17. Adjourn. Dayna Dreis moved and Barb Parrell seconded the motion to adjourn the Board of Review Hearing. Roll call: Tom Turk – yes; Barb Parrell – yes; Dayna Dreis – yes; Clerk Stephanie Zwettler – yes; Assessor Jill Frazier – yes. Motion carried. The Board of Review Hearing adjourned at 6:01 PM.

Respectfully submitted,
Stephanie Zwettler, Town Clerk