
TOWN OF RICHFIELD

8478 Richfield Drive
Marshfield, WI 54449

Board of Review Meeting Minutes May 24, 2023

Dave Steinmetz called the Board of Review (BOR) meeting to order at 6:36 pm.

The following persons were present: Dave Steinmetz (BOR member), Chris McDaniel (BOR member), Keith Albright (BOR member), & Kurt Moeller (Assessor)

It was confirmed that the Town Clerk provided the proper public notices & publications for the BOR meeting.

Chris McDaniel made a motion to appoint Dave Steinmetz BOR Chairperson, Keith Albright 2nd the motion & the motion carried.

Dave Steinmetz made a motion to appoint Chris McDaniel BOR vice-Chairperson, Keith Albright 2nd the motion & the motion carried.

BOR members confirmed that Chris McDaniel completed the annual mandatory training requirements for BOR & submitted the required training affidavit to the town clerk.

New requirements for BOR were discussed.

BOR members confirmed the Township of Richfield's ordinance allowing alternative forms of sworn testimony at BOR hearings.

Kurt Moeller provided a summary of the Annual Assessment Report.

Kurt Moeller provided the assessment roll to Chris McDaniel (BOR Clerk).

No sworn statements were received by the Township of Richfield.

BOR members reviewed the assessment roll. No errors were found.

Kurt Moeller notified the BOR members that no changes were made to the role during the open book.

Kurt Moeller notified the BOR members that taxpayers were allowed to examine assessment data during the open book.

BOR members did not receive any waiver requests, requests to testify by using alternative forms, subpoena requests or act on any other legally allowed or required BOR matters.

No notices of intent to file objection were received by the Township of Richfield.

No objections to the tax role were heard by the BOR.

Keith Albright made a motion to adjourn the BOR meeting, Chris McDaniel 2nd the motion & the motion carried.

BOR meeting was adjourned at 8:55 pm.

Chris McDaniel, BOR Clerk