

**Town of Round Lake**  
**Board of Review Meeting Minutes**  
**Wednesday, May 28, 2025 – 4:00 p.m.**  
**Location: Town Hall**

**1) Call to Order**

The Board of Review was reconvened at 4:00 p.m. by Clerk Leuschen.

**2) Roll Call**

a. Present:

- i. Chair **Jim Strandlund**
- ii. Supervisor **Kay Wilson**
- iii. Supervisor **Scott Verbeck**
- iv. Supervisor **Dan Palmer**
- v. Supervisor **Darin Jensen**
- vi. Clerk **Frank Leuschen**
- vii. Assessor: **Steve Nordquist**

**3) Confirmation of Proper Notice**

- a. Clerk **Leuschen** confirmed that the proper notice of the Board of Review and Open Book was:
  - i. Published in the *Sawyer County Record*
  - ii. Posted at the Town Hall, Town Website, and Recycling Center

**4) Election of Chairman**

- a. Supervisor Wilson nominated Jim Strandlund.
- b. Supervisor Palmer seconded Jim Strandlund.
- c. No other nomination. Clerk Leuschen closes nominations and unanimous vote for Jim Strandlund. Motion carried unanimously.

**5) Election for Vice-Chairperson**

- a. Supervisor Wilson nominated Supervisor Verbeck, who declined.
- b. Chair Strandlund nominated Supervisor Wilson for Vice-Chair
- c. Seconded by Supervisor Palmer
- d. No other nominations. Motion carried unanimously.

**6) Board of Review Training Certification**

- a. Clerk Leuschen certified that Chair Strandlund, Supervisor Verbeck, and Clerk Leuschen completed the mandatory Board of Review training per Wis. Stat. § 70.46(4), and affidavits were filed with the State.

**7) Approval of Previous Minutes**

- a. Motion by Supervisor Verbeck, seconded by Supervisor Wilson, to approve the minutes of August 5, 2024, Board of Review as printed. Motion carried unanimously.

**8) Confidentiality Ordinance**

- a. Clerk **Leuschen** verified that Town Ordinance 2000-03, adopted May 8, 2000, remains in effect and on file. The ordinance protects the confidentiality of income and expense information provided to the assessor under Wis. Stat. § 70.47(7)(af).

**9) Waiver Policy Review**

- a. The Board reviewed the existing Waiver of Board of Review Hearing Requests Policy, adopted on May 23, 2017. No changes were made.

**10) Assessor's Report**

- a. Assessor Steve Nordquist provided the Board with the Summary of the Annual Assessment Report and confirmed that all required notices of assessment changes were mailed in accordance with statutory deadlines.

**11) Signing of Assessor's Affidavit**

- a. The Assessor's Affidavit was signed by Assessor Nordquist and Clerk Leuschen.

**12) Objections and Statements**

- a. No objections or statements were received.
- b. No notices of intent to file an objection were submitted during the session.

**13) Review of Assessment Roll**

- a. The Board reviewed the assessment roll, including a random sampling of properties. No discrepancies were found.

**14) Corrections - None.**

**15) Open Book Changes**

- a. Assessor Nordquist confirmed that all Open Book changes were incorporated into the final assessment roll.

**16) Objections**

No formal objections, statements, or notices of intent to object were filed during the session.

**17) Adjournment**

- a. As no objections were filed and no further sessions were required, the Board of Review adjourned at **6:00 p.m.**

---

Respectfully Submitted,  
Frank Leuschen  
Clerk – Town of Round Lake