



*"In the Spirit of Town Government"*

**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI  
MINUTES OF BOARD OF REVIEW  
AUGUST 13, 2025; 4:30-6:30 P.M.  
BUCHANAN TOWN HALL, N178 COUNTY RD N, APPLETON, WI 54915**

**CALL MEETING TO ORDER:** Clerk Sieracki called the meeting to order at 4:30 p.m.

**ROLL CALL:** Board members present – Knuppel, Rottier, Meyer, Olson and Sahr. Also present were Board of Review Clerk Sieracki, and Colin Loughrin of Accurate Appraisal. Coenen was excused.

**CONFIRMATION OF APPROPRIATE BOARD OF REVIEW & OPEN MEETINGS NOTICES:** Clerk Sieracki verified this was done.

**PLEDGE OF ALLEGIANCE:** Recited.

**SELECT A CHAIRPERSON FOR BOARD OF REVIEW:**

Board elected Meyer as a Chairperson. Motion made by Olson/Knuppel carried 5 to 0.

**SELECT A VICE-CHAIRPERSON FOR BOARD OF REVIEW:**

Board elected Rottier as a Vice-Chair. Motion made by Olson/Knuppel carried 5 to 0.

**VERIFY THAT A MEMBER HAS MET THE MANDATORY TRAINING REQUIREMENTS:**

It was noted that Wisconsin Department of Revenue training requirements have been met by the Board and has been filed with the DOR. Both Tom Meyer and Paul Knuppel meet this requirement.

**VERIFY THAT THE TOWN HAS AN ORDINANCE FOR THE CONFIDENTIALITY OF INCOME AND EXPENSE INFORMATION PROVIDED TO THE ASSESSOR UNDER STATE LAW (SEC. 70.47(f)af):** This is in chapter 133 of the Town Municipal Code.

**REVIEW OF THE NEW LAWS:** Sieracki stated these changes Section 9: One Board of Review member must attend BOR training once every year – Effective January 1, 2023 and Section 99-102: Filing requirements to share omitted property taxes – Effective January 1, 2025.

**SUMMARY OF 2025 ANNUAL ASSESSMENT REPORT BY TOWN ASSESSOR:** Town Assessor Loughrin gave an over view on the revalue process and the number of properties that were visited and the number of valid sales. He also stated that notices were sent out and 28 property owners called but only 2 had Open Book Appointments. The overall average increase is 0% due to this year being a maintenance year.

**RECEIPT OF THE 2025 ASSESSMENT ROLL BY CLERK FROM THE ASSESSOR:** Clerk Sieracki received the 2025 assessment roll from the Town Assessor Loughrin.

**RECEIVE THE ASSESSMENT ROLL AND SWORN STATEMENTS FROM THE CLERK:** Clerk Sieracki presented the assessment roll and sworn statements to the Board of Review.

**REVIEW THE ASSESSMENT ROLL AND PERFORM STATUTORY DUTIES:**

- Examine the roll**
- Correct description or calculation errors**
- Add Omitted property, and**

**Eliminate double assessed property**

The Board reviewed and discussed the assessment roll with Accurate Appraisal including changes from the previous year.

**DISCUSS/ACTION – CERTIFY ALL CORRECTIONS OF ERROR UNDER STATE LAW (SEC 70.43, WIS STATS):** The BOR discussed.

**DISCUSS/ACTION – VERIFY WITH THE ASSESSOR THAT OPEN BOOK CHANGES ARE INCLUDED IN THE ASSESSMENT ROLL:** The Assessor verified that there were no Open Book changes in the Assessment Roll.

**CONSIDER APPROVAL OF THE 2025 ASSESSMENT ROLL:** Motion by Knuppel/Rottier to approve the 2025 Assessment Roll with the exception of parcel #030250500. Motion carried 5 to 0.

**ALLOW TAXPAYERS TO EXAMINE ASSESSMENT DATA:** No residents were present to examine the assessment data.

**DURING THE FIRST TWO HOURS, CONSIDERATION OF:**

- Waivers of the required 48-hour notice of intent to file an objection when there is good cause**
- Requests for waiver of the BOR hearing allowing the property owner to appeal directly to circuit court**
- Act on any other legally allowed/required Board of Review matters**

**REVIEW NOTICES OF INTENT TO FILE OBJECTION, IF APPLICABLE: NONE**

**PROCEED TO HEAR OBJECTIONS, IF ANY AND IF PROPER NOTICE/WAIVERS GIVEN UNLESS SCHEDULED FOR ANOTHER DATE: NONE**

**CONSIDER/ACT ON SCHEDULING ADDITIONAL BOARD OF REVIEW DATE(S):** – Motion by Olson/Knuppel to adjourn until September 16, 2025 at 5:50 pm to close the Board of Review. Motion carried 5 to 0.

**ADJOURNMENT:** Motion by Rottier/Sahr to adjourn the meeting at 6:30 p.m. Motion carried 5 to 0.

Recording Clerk:  
Cynthia Sieracki, Clerk  
Drafted: August 13, 2025