
TOWN OF RICHFIELD

8478 Richfield Drive
Marshfield, WI 54449

Board of Review Meeting Minutes May 14, 2025

Josh Sabo called the Board of Review (BOR) meeting to order at 6:33 pm.

The following persons were present: Josh Sabo (Chairperson/BOR Member), Bob Tomkowiak (Supervisor 1/BOR Member), Christopher Christiansen (Supervisor 2/BOR Member), Paula Rustad (Clerk/BOR Clerk) & Kurt Moeller (Assessor)

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

Christopher Christiansen made a motion to appoint Josh Sabo BOR Chairperson, Bob Tomkowiak 2nd the motion & the motion carried.

Josh Sabo made a motion to appoint Christopher Christiansen BOR vice-Chairperson, Bob Tomkowiak 2nd the motion & the motion carried.

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

New requirements for BOR were discussed. No new laws.

BOR members confirmed the Township of Richfield's ordinances and discussed adopting the policy regarding the procedure for the waiver of BOR hearing requests at the next monthly meeting.

Kurt Moeller provided a summary of the Annual Assessment Report.

Kurt Moeller provided the assessment roll to Paula Rustad (Clerk/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 three notes were added 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.

No additional BOR dates need to be scheduled.

Bob Tomkowiak made a motion to adjourn the BOR meeting, Christopher Christiansen 2nd the motion & the motion carried.

BOR meeting was adjourned at 9:11 pm.

Paula Rustad, Clerk/BOR Clerk