

APPROVED

The meeting was called to order at 4:00 p.m.

Members Present: T. Koch, Liz Erickson, Brad Jorgenson, Ruth Lukes, Rich O'Connell, Clerk Emerson.

Approve agenda: Motion (Jorgenson/Erickson) to approve the agenda. Carried

1. **Motion (Erickson/Jorgenson) nominating T. Koch chairman.** Carried
2. **Motion (Jorgenson/O'Connell) nominating Erickson vice-chairman.** Carried
3. Clerk Emerson confirmed that she, T. Koch, and Jorgenson completed training via 2023 dvds with updated 2024 materials and all are certified in 2024 for both Pierce and St. Croix counties. Certifications have been filed with the state.
4. Clerk Emerson verified that the Board of Review required publications had been met. The long notice was on the website, posted including front case, post office, and Community Center display case. All "meeting to adjourn" notices were posted. Procedural information was included in every property owner letter sent with revaluation information. The agenda was posted on the Spring Valley web site and posted in 3 places as above.
5. Emerson received the assessment roll and sworn statements from the assessor.
6. Jason Winters of Bowmar Appraisal Inc was sworn in as Assessor
7. No written objections were received by Assessor, clerk, or other.
8. No appearances were made.

Motion to adjourn at 6:00 p.m. Carried.

Respectfully submitted
Luann Emerson, Administrator