

AGENDA

1. Call Board of Review to Order.
2. Roll Call.
3. Confirmation of appropriate Board of Review and Open Meetings notices.
4. Select a Chairperson for Board of Review.
5. Select a Vice-Chairperson for Board of Review.
6. Verify that a member has met the mandatory training requirements.
7. Verify that the City has an ordinance for the confidentiality of income and expense information provided to the assessor under state law (sec. 70.47(7)(af).
8. Review of new laws.
9. Adoption of policy regarding the procedure for sworn testimony and sworn written testimony.
10. Adoption of policy regarding the procedure for waiver of Board of Review hearing requests.
11. Filing and summary of Annual Assessment Report by Assessor's Office.
12. Receipt of the Assessment Roll by Clerk from the Assessor.
13. Receive the Assessment roll and sworn statements from the clerk.
14. Review the Assessment Roll and Perform Statutory Duties:
 - a. Examine the roll,
 - b. Correct description or calculation errors,
 - c. Add omitted property, and
 - d. Eliminate double assessed property.
15. Discussion/Action – Certify all corrections of error under state law (sec. 70.43, Wis. Stats.)
16. Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll.
17. Allow taxpayers to examine assessment data.
18. During the first two hours, consideration of:
 - a. Waivers of the required 48-hour notice of intent to file objection when there is good cause,
 - b. Requests for waiver of the BOR hearing allowing the property owner an appeal directly to circuit court,
 - c. Requests to testify by telephone or submit sworn written statement,
 - d. Subpoena requests, and
 - e. Act on any other legally allowed/required Board of Review matters.
19. Review Notices of Intent to File Objection.
20. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date.
 - a. Objection to Real Property Assessment from Robert E Hanke, Parcel #216-0176.21A, Property Address: 632 Jamie St
 - b. Objection to Real Property Assessment from Philip A. Ley, Parcel #216-1079.03, Property Address: 414 E Spring St
 - c. Objection to Real Property Assessment from Philip A. Ley, Parcel #216-1100.06, Property Address: 700 E North St
 - d. Any additional objection hearings as granted by waiver of the 48-hour notice
21. Consider/act on scheduling additional Board of Review Date(s).
22. Adjourn (to future date if necessary).