



**Board of Review**

**April 22, 2019**

**11:00 AM**

City Municipal Building, 101 N. Main St.

1. Call Board of Review to Order
2. Roll Call
3. Confirmation of appropriate Board of Review and Open Meetings notices
4. Verification of Mandatory Training Requirements
5. Elect Chairperson
6. Elect Vice Chairperson
7. Approval or Correction of Minutes for the Meeting held April 26, 2018
8. Verification of Confidentiality of Income and Expense Ordinance (sec. 70.47(7)(af))
9. Update on Policies: Procedure for sworn telephone testimony and sworn written testimony AND the Procedure for waiver of Board of Review hearing requests
10. Filing and Summary of Annual Assessment Report by Assessor's office and Assessor has Signed Affidavit
11. Verification of Receipt of Assessment Roll Book by Clerk from Assessor
12. Review the Assessment and Personal Property Roll and Perform statutory Duties:
  - I. Examine the roll
  - II. Correct description or calculation error
  - III. Add omitted property
  - IV. Eliminate double assessed property
13. Certify all corrections of error under state law (sec. 70.43 Wis. Stats.)
14. Verify with the Assessor that open book changes are included in the assessment roll
15. Allow tax payers to examine assessment data
16. During the first two hours, consideration of:
  - I. Waivers of the required 48-hour notice of intent to file an objection when there is good cause
  - II. Requests for waiver of the BOR hearing allowing the property owner an appeal directly to circuit court
  - III. Requests to testify by telephone or submit sworn written statement
  - IV. Subpoena Requests
  - V. Act on any other legally allowed/required Board of Review matters
17. Review Notices of Intent to File Objection
18. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date
19. Consider/Act on scheduling additional Board of Review Date(s), if needed
20. Adjourn (to future date if necessary)

(Persons requiring additional services to participate in any public meeting should contact the Clerk/Treasurer's Office for assistance prior to the meeting.)

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