

VILLAGE OF BROWNTOWN BOARD OF REVIEW
Tuesday, October 19, 2021
6:00 pm to 8:00 pm
Browntown Village Hall, 110 S Mill Street, Browntown, WI 53522

AGENDA:

1. Call Board of Review (BOR) to order.
2. Roll Call.
3. Confirmation of appropriate BOR and Open Meetings Notices.
4. Select a chairperson for BOR.
5. Select a vice-chairperson for BOR.
6. Verify that at least one BOR member has met the mandatory training requirements.
7. Verify that the Village has an ordinance for the confidentiality of income and expense information provided to the assessor under state law (Wis. Stat. § 70.47(7)(af)).
8. Review of new laws.
9. Adoption of amendment to policy regarding the procedure for sworn telephone testimony and sworn written testimony.
10. Adoption of policy regarding the procedure for waiver of BOR hearing requests.
11. Filing and summary of Annual Assessment Report by Assessor's Office.
12. Receipt of the assessment roll by the 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 (Wis. Stat. §70.43).
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 an objection where there is a good cause,
 - b. Requests for waiver of the BOR hearing allowing the property owner an appeal directly to the circuit court,
 - c. Requests to testify by telephone or submit a sworn written statement,
 - d. Subpoena requests, and
 - e. Act on any other legally allowed or required BOR 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.
21. Consider/act on scheduling additional BOR Date(s).
22. Adjourn (to future date if necessary).

Submitted by Emily Zarling, Village Clerk, Village of Browntown

Posted on 10/15/21 @ 12:00 pm to website, post office and village hall

Please Note: Any person who has a qualifying disability as defined by the Americans with Disabilities Act upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities, for additional information please call 608-966-3273 at least 72 hours prior to meeting.