

Board of Review
May 25, 2023
5:30-7:30 p.m.
Must be in session a minimum of 2 hours.
Shullsburg Community Townsend Center
190 N. Judgment Street, Shullsburg, WI 53586

Agenda

1. Call the Board of Review to Order
2. Roll Call
3. Confirmation of Appropriate Board of Review & Open Meetings Notices
4. Select a Chairperson for Board of Review
5. Select a Vice-Chairperson for Board of Review
6. Verify that at Least One Board Member has Met the Annual Mandatory Training Requirement
7. Verify that the City has an Ordinance for the Confidentiality of Income & Expense Information Provided to the Assessor under State Law (Wis. Stat. 70.47 (7)(af)).
8. Review of New Laws
9. Verification of Policy Regarding the Procedures for Sworn Telephone Testimony & Sworn Written Testimony
10. Verification of Policy Regarding the Procedure for waiver of Board of Hearing Requests
11. Filing & Summary of Annual Assessment Report by Assessor's Office
12. Verify Receipt of the Assessment Roll by Clerk from the Assessor
13. Verify that the Assessor signed the Affidavit to the roll
14. Review & Discussion the Level of Assessment for the City
15. Review the Assessment Roll and Perform Statutory Duties:
 - Examine the Roll,
 - Correct Description or Calculation Errors,
 - Add Omitted Property, and
 - Eliminate Double Assessed Property.
16. Discussion/Action – Certify all Corrections of Error Under State Law (Wis. Stats. 70.43, WI Stats).
17. Discussion/Action –Verify with Assessor that Open Book Changes are Included in the Assessment Roll
18. Allow Taxpayers to Examine Assessment Data
19. During the First Two Hours, Consideration of:
 - Waivers of the required 48-hour notice of intent to file an objection when there is a good cause, requests for waiver or the BOR hearing allowing the property owner an appeal directly to circuit court,
 - Requests to testify by telephone or submit sworn written statement,
 - Subpoena requests, and
 - Act on any other legally allowed/required Board of Review matters.
20. Review Notices of Intent to File Objection
21. Proceed to Hear Objections, if any and if Proper Notice/Waivers Given Unless Scheduled for Another Date.
22. Consider/Act on Scheduling Additional Board of Review Date(s)
23. Adjourn (to a future Date if Necessary)

Posted: May 23, 2023-
4:30 P.M By MLE.