

VILLAGE OF NEW AUBURN

BOARD OF REVIEW

Tuesday, May 25, 2021

6:00 p.m.

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. Minutes from the June 8, 2020 meeting
7. Verify that a member has met the mandatory training requirements
8. Verify that the village has an ordinance for the confidentiality of income and expense information provided to the assessor under state law (sec. 70.47(7)(af).
9. Review of new laws
10. Confirm policy adoption regarding for sworn telephone testimony and sworn written testimony.
11. Confirm policy regarding the procedure for waiver of Board of Review hearing requests
12. Filing and summary of Annual Assessment Report by Assessor's Office
13. Receipt of the Assessment Roll by Clerk from the Assessor
14. Receive the Assessment roll and sworn statements from the Clerk
15. 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.
16. Discussion/Action – Certify all corrections of error under state law (sec 70.43, Wis Stats.)
17. Discussion/Action – Verify with the 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:
  - a. Waivers of the required 48-hour notice of intent to file an 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, Subpoena request, an Act on any other legally allowed/required Board of Review matters
  - d. Subpoena requests, and
  - e. Act on any other legally allowed or required BOR 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