



**CITY OF WISCONSIN RAPIDS
2023 BOARD OF REVIEW
Thursday, May 25, 2023 at 9:00 A.M.
First Floor Conference Room– City Hall, 444 West Grand Avenue**

AGENDA

1. Call to order
2. Roll Call
3. Confirmation of appropriate Board of Review (BOR) and Open Meetings notices
4. Elect a BOR Chairperson
5. Elect a BOR Vice-Chairperson
6. Verify that at least one BOR 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 (Wis. Stat. § 70.47(7)(af))
8. Consider policy regarding the procedure for sworn telephone testimony and sworn written testimony
9. Consider policy regarding the procedure for waiver of BOR hearing requests
10. Filing and summary of Annual Assessment Report by Assessor's Office
11. Receipt of the assessment roll and signed affidavit by the Clerk from the Assessor
12. Receive the Assessment Roll and signed affidavit from the Clerk
13. 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
14. Discussion/Action - Certify all corrections of error under state law (Wis. Stat. § 70.43)
15. Discussion/Action - Verify with the Assessor that open book changes are included in the assessment roll
16. Allow taxpayers to examine assessment data
17. 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 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
18. Review Notices of Intent to File Objection
19. Proceed to hear objections, if any and if proper notice/waivers given, unless scheduled for another date
20. Consider/act on scheduling additional BOR Date(s)
21. Adjourn to next meeting if necessary.

The City of Wisconsin Rapids encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk's Office prior to the scheduled meeting is encouraged to make the necessary accommodations. Call the clerk at 715-421-8200 to request accommodations.