



**CITY OF WISCONSIN RAPIDS
2024 BOARD OF REVIEW
Thursday, August 22, 2024 at 9:00 A.M.
First Floor Conference Room– City Hall, 444 West Grand Avenue**

AGENDA

1. Call to order
2. Roll Call
3. Review and approve the minutes from the Board of Review meeting held on May 31, 2024
4. Consider policy regarding the procedure for sworn telephone testimony and sworn written testimony
5. Consider policy regarding the procedure for waiver of BOR hearing requests
6. Filing and summary of Annual Assessment Report by Assessor's Office
7. Receipt of the assessment roll and signed affidavit by the Clerk from the Assessor
8. Receive the Assessment Roll and signed affidavit from the Clerk
9. 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
10. Discussion/Action - Certify all corrections of error under state law (Wis. Stat. § 70.43)
11. Discussion/Action - Verify with the Assessor that open book changes are included in the assessment roll
12. Allow taxpayers to examine assessment data
13. 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
14. Review Notices of Intent to File Objection
15. Proceed to hear objections, if any and if proper notice/waivers given, unless scheduled for another date
16. Consider/act on scheduling additional BOR Date(s)
17. 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.