



BOARD OF REVIEW AGENDA:

1. Call Board of Review to order & announcement that meeting is being recorded
2. Roll Call
3. Confirmation of appropriate Board of Review and Open Meeting notices
4. Select Vice-Chairperson for Board of Review (Village President is Chairperson per Village Code)
5. Verify one or more members have met mandatory training requirement (Swisher)
6. Verify ordinance for confidentiality of income and expense information provided to the assessor under state law sec.70.47(7)(af) – Johnson Creek Municipal Code 11-2(C)
7. Review of new laws, if any
8. Review policy regarding sworn telephone testimony and sworn written testimony – Johnson Creek Municipal Code 11-2(D)
9. Review policy regarding procedure for waiver of Board of Review hearing requests – Adopted 04/25/2024
10. Summary of Annual Assessment Report from the Assessor including level of assessment
11. Receipt of assessment roll by the Clerk from the Assessor
12. Receive assessment roll and sworn statement from the Clerk
13. Review 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 (sec 70.43, Wis. Stats.)
15. Discussion/Action – Verify with 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. Requests for waiver of the required 48-hour notice of intent to file an objection when there is good cause
 - b. Requests for waiver of BOR hearing allowing property owners to appeal directly to the circuit court
 - c. Requests to testify by telephone or submit sworn written statements
 - d. Subpoena requests
 - e. Act on any other legally allowed/required Board of Review matters
18. Review Notices of Intent to File Objection
19. Proceed to hear objections, if any, and if proper notice/waivers are given unless scheduled for another date
20. Scheduling additional Board of Review date(s), if necessary
21. Adjourn (to future date if necessary)

Persons requiring other reasonable accommodation may contact the office of the Village Clerk at elissaf@vi.johnsoncreek.wi.gov, phone 920-699-2296.

Agenda Posting Information

Date:	
Time:	a.m. / p.m.
Initials:	