



**PLEASE DO NOT REMOVE, PICK UP A COPY AT VILLAGE HALL**

## **Board of Review**

**Wednesday, May 17, 2023 @ 5:00 p.m.**

Notice is hereby given that a meeting of the Board of Review at the Genoa City Village Hall on the above date and time at 755 Fellows Rd.; P.O. Box 428; Genoa City, Wisconsin 53128  
(262)279-6472 office

### **AGENDA**

Ken Parker

Karen Bullock  
Kate Dennis

Stephanie Parker  
Amy Buchert

1. Call to Order
2. Roll Call
3. Confirmation of Board of Review and Open Meeting Notices
4. Nominations/Motion for Chairperson for the Board of Review.
5. Verify that a member has met the mandatory training requirements.
6. 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).
7. Review of new laws
8. Filing and summary of Annual Assessment Report by Assessor's Office.
9. Receipt of the Assessment Roll by clerk from the Assessor and sworn statements from the clerk.
10. Review the Assessment Roll and Perform Statutory Duties:
  - Examine the roll,
  - Correct description or calculation errors,
  - Add omitted property, and
  - Eliminate double assessed property.
11. Discussion/Action – Certify all corrections of error under state law (sec. 70.43, Wis. Stats.).
12. Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll.
13. Allow taxpayers to examine assessment data.
14. During the first two hours, consideration of:
  - Waivers of the required 48-hour notice of intent to file an objection when there is good cause,
  - Requests for waiver of 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.
15. Review Notices of Intent to File Objection
16. Proceed to hear objections if any and if proper notice/waivers given unless scheduled for another date.
17. Consider/act on scheduling additional Board of Review Date(s).
18. Adjourn (to future date if necessary).

Kate Dennis  
Village Clerk Treasurer

Posted: May 16<sup>th</sup>, 2023