

# **OFFICIAL PUBLIC NOTICE**



## **MEETING OF THE BOARD OF REVIEW**

THURSDAY, JULY 06, 2023 AT 6:00 PM

---

COUNCIL ROOM, MUNICIPAL BUILDING, 450 S. MAIN ST., RICHLAND CENTER, WI 53581

---

### **AGENDA**

1. Call to order; Pledge of Allegiance; roll call; confirmation of appropriate BOR and Open Meetings notices.
2. Elect Chairperson for the Annual Board of Review
3. Elect a Vice-Chairperson for the Annual Board of Review
4. Verify that at least one BOR member has met the annual mandatory training requirements.
5. Verify that the City has an ordinance for the confidentiality of income and expense information provided to the Assessor under state law (Wis. Stat. sec. 70.47(7)(af)).
6. Review of new laws.
7. Confirmation of policy regarding the procedure for sworn telephone testimony and sworn written testimony.
8. Confirmation of policy regarding the procedure for waiver of Board of Review hearing requests.
9. Filing and summary of 2023 Annual Assessment Report/Roll by Gretchen Jelinek, Assessor.
10. Receipt of the 2023 Assessment Roll by Clerk from the Assessor.
11. Receive the 2023 Assessment Roll and sworn statements from the Clerk.
12. 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.
13. Discussion/Action – Certified all corrections of error under state law (sec. 70.43).
14. Discussion/Action – Verify with the assessor that Open Book changes are included in the Assessment Roll.
15. Consider approval of the 2023 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 Board of Review hearing allowing the property owner an appeal directly to circuit court,
  - c. Requests to testify by telephone or submit sworn written statement,
  - d. Subpoena requests, and
  - e. Act on any other legally allowed/required Board of Review matters.
18. Review Notice 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 cases for Property Assessment Objection Forms filed at the Board of Review (waive 48 hour notice).
21. Consider/act on scheduling additional Board of Review Date(s).
22. Adjourn (to future date if necessary).

Posted this 19<sup>th</sup> day of May 2023 by 4:30 PM.

Copy to the official newspaper the Richland Observer.

A handwritten signature in cursive script, appearing to read "Aaron Joyce", written over a horizontal line.

Aaron Joyce, City Clerk/Treasurer

PLEASE NOTE: That upon reasonable notice, a minimum of 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service contact Ashley Oliphant, City Administrator at 450 S. Main St., Richland Center, WI. 53581 or call 608-647-3466. Notice is hereby given that the council members who are not members of this committee may attend this meeting so as to constitute a quorum of the city council. Any such council member attendance will be for information gathering, discussion, and/or related purposes and will not result in the direct decision making by the city council at the committee meeting. The City of Richland Center is an equal opportunity employer, provider, and lender.