



AGENDA FOR BOARD OF REVIEW

A Board of Review meeting will be held on **Tuesday, June 20, 2023 at 9:00 AM**
in the **Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.**

Join Zoom Meeting

<https://us06web.zoom.us/j/2708608080?pwd=ZTZ0cmllVEFEb1dzVDNwdi91UHFYQT09>

Meeting ID: 270 860 8080

Passcode: 206751

One tap mobile +13126266799,,2708608080#,,, *206751# US (Chicago)

- 1. Call to Order and Roll Call**
- 2. Confirmation of Appropriate BOR and Open Meetings Notices**
 - a. Notice Published**
- 3. Select a Chairperson for BOR**
- 4. Select a Vice-Chairperson for BOR**
- 5. Approval of the Minutes**
 - a. Approval of Minutes from June 02, 2022**
 - b. Approval of Minutes from June 16, 2022**
- 6. Verify Annual Mandatory Training Requirements**
 - a. BOR Training Affidavit for 2023**
- 7. Reaffirm City Ordinance for Confidentiality of Income and Expense Information**
 - a. City of Tomah Ordinance Sec. 2-688 Regarding Certain records of the assessor**
- 8. Review of New Laws**
- 9. Reaffirmation of Policy Regarding Procedure for Sworn Telephone Testimony and Sworn Written Testimony**

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- a. **Policy Regarding Procedure for Sworn Telephone Testimony and Sworn Written Testimony**

10. Reaffirmation of Policy Regarding Waiver of BOR Hearing Requests

- a. **City of Tomah Procedure for Waiver of Board of Review Hearing Requests**

11. New City Assessor Oath of Office

- a. **Assessor Oath of Office**

12. Filing and Summary of Annual Assessment Report by Assessor's Office

13. Receipt of the assessment roll by the Clerk from the Assessor

14. Receive the Assessment Roll and Sworn Statements from the Clerk

15. Review the Assessment Roll and Perform Statutory Duties

- a. **Examine the Roll**
- b. **Correct Description or Calculation Errors**
- c. **Add Omitted Property**
- d. **Eliminate double Assessed Property**

16. Discussion/Action Certify all corrections of error under state law (Wis. Stat. § 70.43)

17. Discussion/Action Verify with Assessor that Open Book Changes are included in the Assessment Roll

18. Allow Taxpayers to Examine Assessment Data

19. During 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**

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e. Act on any other legally allowed or required BOR matters

20. Review Notices of Intent to File Objection

21. Proceed to Hear Objections, if Any and if Proper Notice/Waivers Given, Unless Scheduled for Another Date

22. Consider/Act on Scheduling Additional BOR Date(s)

23. Adjourn (To Future Date if Necessary)

NOTICE: It is possible that a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, 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 Becki Weyer, City Clerk, at 819 Superior Avenue, Tomah, WI 54660.