



**TWO
RIVERS**
WISCONSIN

BOARD OF REVIEW MEETING

Wednesday, August 31, 2022 at 4:00 PM

Council Chambers - City Hall, 3rd Floor
1717 E. Park Street, Two Rivers, WI 54241

AGENDA

1. **CALL BOARD OF REVIEW (BOR) TO ORDER**
2. **ROLL CALL BY CITY CLERK**
3. **CONFIRMATION OF APPROPRIATE BOR AND OPEN MEETINGS NOTICES**
4. **VERIFY THAT AT LEAST ONE BOR MEMBER HAS MET THE 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. 70.47(7)(AF))**
6. **REVIEW OF NEW LAWS**
7. **FILING AND SUMMARY OF ANNUAL ASSESSMENT REPORT BY ASSESSOR'S OFFICE**
8. **RECEIPT OF THE ASSESSMENT ROLL BY THE CLERK FROM THE ASSESSOR**
9. **RECEIVE THE ASSESSMENT ROLL AND SWORN STATEMENTS FROM THE CLERK**
10. **REVIEW THE ASSESSMENT ROLL AND PERFORM STATUTORY DUTIES:**
 - Examine the roll,
 - Correct descriptions or calculation errors,
 - Add omitted property, and
 - Eliminate double assessed property
11. **DISCUSSION/ACTION - CERTIFY ALL CORRECTIONS OF ERROR UNDER STATE LAW (WIS. STAT. 70.43)**
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 the circuit court,
 - Requests to testify by telephone or submit a sworn written statement,
 - Subpoena requests, and
 - Act on any other legally allowed or required BOR 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 BOR DATE(S)

18. ADJOURN (TO FUTURE DATE IF NECESSARY)

Please note, upon reasonable notice, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the Office of the City Manager by calling 793-5532.

It is possible that members of and possibly a quorum of governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no other 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.