



# BOARD OF REVIEW

Wednesday, September 25, 2024 at 4:00 PM

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

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## 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,
- Subpeona 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**

--Objection from Adam Wachowski for real property assessment for property located at 4120 Clover Street, parcel 110-003-110-1

--Objection from Judith Stuebs for real property assessment for property located at 1302 Mahogany Run, parcel 318-000-100-6

**17. CONSIDER/ACT ON SCHEDULING ADDITIONAL BOR DATE(S)**

**18. ADJOURN (TO FUTURE DATE IF NECESSARY)**

*In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Two Rivers will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the City Clerk's office at 920-793-5526 or email [clerk@two-rivers.org](mailto:clerk@two-rivers.org) at least 48 hours prior to the scheduled meeting or event to request an accommodation. For additional assistance, individuals with hearing or speech disabilities can call 711 and be connected to a telephone relay system.*

*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.*