



BOARD OF REVIEW AGENDA

THURSDAY, SEPTEMBER 26, 2024 AT 10:00 AM

CITY HALL COUNCIL CHAMBERS 106 JONES ST WATERTOWN, WI 53094

1. Call to order
2. Roll call
3. Confirmation of appropriate Board of Review and Open Meeting notices
4. Select a Vice-Chairperson for Board of Review (Mayor is Chairperson per Code)
5. Verify one or more members have met mandatory training requirement
6. Verify city ordinance for confidentiality of income and expense information provided to the assessor under state law sec.70.47(7)(af)
7. Review of new laws
8. Review policy regarding sworn telephone testimony and sworn written testimony
 - a. Telephone or Written Testimony Policy
9. Review policy regarding procedure for waiver of Board of Review hearing requests
 - a. Waiver of Hearing Request Policy
10. Filing and summary of Annual Assessment Report from Assessor
11. Receipt of assessment roll by clerk from Assessor
12. Receive assessment roll and sworn statement from clerk
13. Review 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
14. Discussion/action – Certify all corrections of error under state law (sec 70.43, Wis. Stats.)
 - a. Correction of Errors
15. Discussion/Action – Verify with Assessor that open book changes are included in the assessment roll
16. All taxpayers to examine assessment data
17. During the first two hours, consideration of:
 - a. Any requests to testify by telephone or submit sworn written statements
 - b. Any waivers of the required 48-hour notice of intent to file an objection when there is good cause
 - c. Any requests for waiver of BOR hearing allowing the property owner an appeal directly to circuit court
 - d. Subpoena requests
 - e. Act on any other legally allowed/required Board of Review matters

18. Review notices of intent to file objection
19. Proceed to hear objections
 - a. Objections
20. Consider/act of scheduling additional Board of Review date(s)
21. Adjourn (to future date if necessary)

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at mdunneisen@watertownwi.gov, phone 920-262-4006

A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only