

VILLAGE OF ALBANY BOARD OF REVIEW

Tuesday, June 18, 2024

6:00 p.m. to 8:00 p.m.

Albany Village Hall, 206 North Water Street, Albany, Wisconsin 53502

AGENDA:

1. Call Board of Review (BOR) to order & Meeting Recording Announcement
2. Roll Call – Confirmation of Appropriate BOR and Open Meetings Notices
3. Select a Chairperson for BOR
4. Select a Vice-Chairperson for BOR
5. Verify that at least one BOR member has met the mandatory training requirements.
6. Filing and Summary of Annual Assessment Report (including level of assessment) by Assessor
7. Receipt of the Assessment Roll by the Clerk from the Assessor
8. Receive the Assessment Roll and Sworn Statements from the Clerk
9. 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.
10. Discussion/Action – Certify all Corrections of Error under State Law (Wis. Stat. §70.43)
11. Discussion/Action – Verify with the Assessor that Open Book Changes are Included in the Assessment Roll
12. Allow Taxpayers to Examine Assessment Data
13. 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 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;
 - e. Act on any other Legally Allowed or Required BOR Matters.
14. Review Notices of Intent to File Objections
15. Proceed to Hear Objections, if any and if Proper Notice/Waivers Given, Unless Scheduled for Another Date
16. Consider/Act on Scheduling Additional BOR Date(s)
17. Adjourn (to future date if necessary)

Michelle C. Brewer, Village Clerk/Treasurer, Village of Albany
Posted June 12, 2024