

VILLAGE OF ALBANY BOARD OF REVIEW
Thursday, May 15, 2025
6:00 p.m. to 8:00 p.m.
Albany Village Hall, 206 North Water Street, Albany, Wisconsin 53502

AGENDA

1. Call the Board of Review (BOR) to Order & Meeting Recording Announcement
2. Roll Call – Confirmation of Appropriate BOR and Open Meetings Notices
3. Select a BOR Chairperson
4. Select a BOR Vice-Chairperson
5. Verify that at least one BOR member has met the mandatory training requirements
6. Review of New Laws
7. Adoption of Policy on Procedure for Sworn Telephone or Sworn Written Testimony Requests
8. Adoption of Policy on Procedure for Waiver of Board of Review Hearing Requests
9. Review the Assessor's Level of Assessment (Annual Assessment Report or similar document)
10. Receipt of the Assessment Roll by the Clerk from the Assessor
11. Receive the Assessment Roll and Sworn Statements from the Clerk
12. 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
13. Discussion/Action – Certify all correction(s) of any error(s), under state law (Wis. Stat. §70.43)
14. Discussion/Action – Verify with the Assessor that open book changes are included in the Assessment Roll
15. Allow Tax Payers to Examine Assessment Data
16. During the first two hours, consideration of:
 - a. Waivers of the required 48-hour notice of intent to file and objection when there is good cause;
 - b. Requests for waiver of the BOR hearing allowing the property owner an appeal directly to circuit court;
 - c. Requests to testify by telephone or submit a sworn written statement;
 - d. Subpoena requests; and
 - e. Act on any other legally allowed or required BOR matters.
17. Review Notices of Intent to File Objection
18. Proceed to Hear Objections, if any, and if Proper Notice/Waivers are Given Unless Scheduled for Another Date
19. Consider/Act on Scheduling Additional BOR date(s)
20. Adjourn (to future date if necessary)

Michelle C. Brewer, Village Clerk/Treasurer, Village of Albany
Posted May 9, 2025