

**BOARD OF REVIEW AGENDA
VILLAGE OF SURING
Municipal Building-604 E. Main Street – Learning Center Room I
Monday, April 24, 2023 – 1 pm**

1. Call Board of Review to Order
2. Roll Call Gruetzmacher / Kohlwey / Schuettpelz / Steffeck / Assessor
3. Confirmation of appropriate Board of Review and Open Meetings notices.
4. Discussion and Possible action on Selecting a Chairperson for Board of Review
5. Discussion and Possible action on Selecting a Vice-Chairperson for BOR.
6. Verification of a member meeting the mandatory training requirements specified in Sec. 70.46(4).
7. Verification that the Village has an ordinance for the confidentiality of income and expense information provided to the assessor under state law Sec. 70.47(7)(af).
8. Review of new laws.
9. Adoption of amendment to policy regarding the procedure for sworn telephone testimony and sworn written testimony.
10. Adoption of policy regarding the procedure for waiver of Board of Review hearing requests.
11. Filing and summary of Annual Assessment Report by Assessor's Office.
12. Receipt of assessment roll by Clerk from Assessor
13. Receive the Assessment Roll and sworn statement from the clerk
14. Review the Assessment Roll and Perform Statutory Duties
 - a. Examination of Tax Roll
 - b. Correct description or calculation errors
 - c. Add omitted property, and
 - d. Eliminate double assessed property.
15. Discussion/Action – Certify all corrections of error under state law (Wis. Stats. 70.43)
16. Discussion/Action – Verify with the assessor that open book changes are included in assessment roll.
17. Allow taxpayers to examine assessment data.
18. 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
 - c. Requests to testify by telephone or submit written statements
 - d. Subpoena request
 - e. Other legally allowed/required BOR matters
19. Review Notices of Intent to File objections.
20. Proceed to hear objections, unless scheduled for another date.
21. Consider/act on scheduling additional BOR date(s), if necessary.
22. Adjourn (to future date if needed.)

Pursuant to Sec. 1984 of the Wis. State Statutes, notice is hereby given to the public that the monthly meeting of the Village of Suring Trustees will be held at SURING MUNICIPAL BUILDING, LEARNING CENTER ROOM I, 604 E. Main Street, Suring, WI on the date above noted. Persons requiring special accommodations should call (920) 842-2333 at least 24 hours before this meeting.

Notice is hereby given that action by the village board may be taken on any of the items that are described or listed in this agenda.

Prepared and posted this 21ST day April, 2023. Bulletin Boards inside and outside Municipal Building, meeting room door, provided to Oconto County Times Herald and posted to www.ci.suring.wi.us