

**Schedule of Business before the Board of Review  
For the City of New Lisbon  
Monday, May 6, 2024  
2:00 PM (must be in session a minimum of 2 hours)**

**Call to order:**

**Roll Call:**

**General Business:**

1. Confirmation of appropriate Board of Review and Open meetings notices.
2. Select a Chairperson.
3. Select a Vice-Chairperson.
4. Verify that a 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 assess or under state law (sec.70.47 (7) (AF)).
6. Review of new laws.
7. Receipt of the assessment roll by Clerk from the Assessor.
8. Allow taxpayers to examine assessment data.
9. Review Notices of Intent to file Objection.
10. Proceed to hear objections if any and if proper notice/waivers given unless scheduled for another date.
11. Consider/act on scheduling additional board of review date(s).
12. Review the assessment roll and perform statutory duties:
  - a. Examine the roll
  - b. Correct descriptions or calculation errors
  - c. Add omitted property Eliminate double assess property
13. Discussion/action-certify all corrections of error under state law (sec.70.43, Wis.Stats).
14. Discussion/action-verify with the assessor that open book changes are included in the assessment roll.
15. Adjourn (to future date if necessary).

City of New Lisbon  
Lisa Vinz  
City Clerk

Date: April 30, 2024