

STATE OF WISCONSIN
Town of Cooperstown
Manitowoc County

The Board of Review of the Town of Cooperstown, Manitowoc County, Wisconsin, hereby provides its written notice and an agenda of the Board of Review meeting of the Town of Cooperstown on May 30, 2023 at 7:00 p.m., at the Cooperstown Town Hall. The Town Chairperson, or a designee, has provided communication of this public meeting to the requisite news media and is posted at www.townofcooperstown.com .

AGENDA

- I. Call Board of Review to order.
- II. Roll Call.
- III. Confirmation of appropriate Board of Review and Open Meeting Notices.
- IV. Select a Chairperson for Board of Review.
- V. Select a Vice-Chairperson for Board of Review.
- VI. Verify that at least one BOR member has met the mandatory training requirements.
- VII. Verify that the Town has an ordinance for the confidentiality of income and expense information provided to the Assessor under state law (Wis, Stat, § 70.47(7)(af).
- VIII. Review of new laws.
- IX. Adoption of amendment to policy regarding the procedure for sworn telephone testimony and sworn written testimony.
- X. Adoption of policy regarding the procedure for waiver of BOR hearing requests.
- XI. Filing and summary of Annual Assessment Report by Assessor's Office.
- XII. Receipt of the Assessment Roll by clerk from the Assessor.
- XIII. Receive the Assessment roll and sworn statements from the clerk.
- XIV. Review the 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.
- XV. Discussion/Action - Certify all corrections of error under state law (Wis. Stat. § 70.43).

- XVI. Discussion/Action - Verify with the Assessor that open book changes are included in the assessment roll.
- XVII. Allow taxpayers to examine assessment data.
- XVIII. 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, and
 - e) Act on any other legally allowed or required BOR matters.
- XIX. Review Notices of Intent to File Objections.
- XX. Proceed to hear objections, if any and if proper notice/waivers given, unless scheduled for another date.
- XXI. Consider/act on scheduling additional BOR Date(s).
- XXII. Adjourn (to future date if necessary).

Susan Kornely, Town Clerk, Town of Cooperstown

Posted this 19th day of May, 2023

Meeting notice posted on the Town's website at www.townofcooperstownwi.gov and at:
Cooperstown Town Hall 11626 CTH Z

Susan Kornely, Clerk

Members of a subunit of the Town of Cooperstown may attend the Board of Review meeting to gather information regarding subjects for which these subunits may have decision-making responsibilities. No discussion or action will be taken by the subunit or its members at the Board of Review meeting.

Anyone wishing to attend who, because of disability requires special accommodations should contact the Clerk at 863-3261 by 5:00PM the Monday before the meeting so arrangements can be made.