



AGENDA

Board of Review Meeting

6:00 PM - Tuesday, May 30, 2023

Village Hall, 620 W Main St., Newburg, Wisconsin

1. ROLL CALL

President Dave DeLuka, Trustee Mike Heili, Trustee Paul Zimdars, Trustee Kevin Kohn, Clerk Deanna Alexander. Trustee Brooke Stangel is an alternate member of the board. Trustee Kohn has provided notice of expected absence and Trustee Stangel plans to serve in attendance as alternate.

2. OPENING OF MEETING AND CONFIRMATION OF NOTICES

The public has been notified of this meeting in accordance with section 19.83 and 19.84, Wis. Stats, in such form that apprised the general public and news media of subject matter that is intended for consideration and action.

3. APPOINTMENT OF BOR CHAIR AND VICE-CHAIR

4. VERIFICATION OF MANDATORY TRAINING

At least one BOR member has met the annual training requirements needed to conduct the BOR meeting.

5. REVIEW PROCEDURES

- General Procedures.
- Video attendance at sworn testimony at BOR meetings are allowed under the condition that speakers show their government-issued photo ID as part of the video testimony and that requests to attend by video are submitted to the clerk at least 2 days in advance of the meeting. (Adopted at 2020-05-26)
- An attendee wishing to file an objection must provide the clerk 48-hours advance notice so that the assessor may pull records and discuss with the taxpayer before the meeting occurs. However, the assessor and an owner may jointly agree to waive the 48-hour time period before an objection hearing. (Adopted at 2020-05-26)
- Questions or concerns about the confidentiality of income and expense information shall be guided by Village of Newburg Ordinance 2017-06, specifically that the information is not subject to the right of inspection or copying other than for the assessor and others to discharge duties imposed by their office. (Adopted at 2017-06-20)
- There are no additional new ordinances pertaining to the BOR since the last meeting of the BOR. Any new state requirements not yet adopted into procedure will also be reviewed at this time.

6. FILING AND SUMMARY OF THE ANNUAL ASSESSMENT REPORT BY THE ASSESSOR'S OFFICE

7. RECEIPT OF THE ASSESSMENT ROLL BY THE VILLAGE CLERK FROM THE ASSESSOR

8. ASSESSOR'S DELIVERY OF THE ASSESSMENT ROLL TO THE VILLAGE CLERK AND REVIEW OF THE ASSESSMENT ROLL AND PERFORMANCE OF STATUTORY DUTIES

- 8.A. Discussion and possible action: Verification with Assessor that all Open Book changes are included in the Assessment Roll
- 8.B. Discussion and possible action: Certification of all corrections of error under state law. (*Sec. 70.43, Wis. Stats.*)
- 8.C. Examine the roll, correct description or calculation errors, addition of omitted properties, and elimination of double-assessed properties. Including reference to:
 - Examination of the property that goes by the addresses of 401 W Main St., 403 W Main St., and (unofficially) 315 Monroe St. will be considered with concern that the three residences exist on one tax parcel and may not have been accurately recorded in prior periods.

9. CONSIDERATION OF WAIVERS

- 9.A. Waiver of the 48-hour notice of intent to file objection.
- 9.B. Waiver of the BOR hearing allowing property owners an appeal directly to circuit court.
- 9.C. Requests to testify by telephone or to submit sworn written statements, subpoena requests, and any other legally allowed BOR matters.

10. REVIEW NOTICES OF INTENT TO FILE OBJECTIONS

11. OBJECTIONS / APPEALS ON ASSESSMENTS

Proceed to hear objections, if any, and if proper notice / waivers given, unless scheduled for another date.

12. ADJOURNMENT

The meeting must be in session for a minimum of two hours as a matter of state law.