



AGENDA

Board of Review Meeting

6:00 PM - Tuesday, May 28, 2024

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

1. OPENING OF MEETING

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.

2. ROLL CALL

President Dave DeLuka, Trustee Kevin Kohn, Trustee Mike Heili, Trustee Paul Zimdars, Clerk Brandy Lovleand Seelow and Deputy Clerk Heather Wellman.

3. APPOINTMENT OF COMMITTEE CHAIR AND VICE-CHAIR

4. VERIFICATION OF MANDATORY TRAINING

Brandy Loveland Seelow and Heather Wellman have met the 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)

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. Examine the roll, correct description or calculation errors, addition of omitted properties, and elimination of double-assessed properties.

8.B. Discussion and possible action: Certification of all corrections of error under state law. (Sec. 70.43, Wis. Stats.)

8.C. Discussion and possible action: Verification with Assessor that all Open Book changes are included in the Assessment Roll

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

12. ADJOURNMENT