



Village of Grantsburg

316 South Brad Street
Grantsburg, WI 54840

Board of Review

Wednesday, October 15, 2025 10:00 a.m. to 12:00 p.m.

Village Office Board Room

316 South Brad Street

1. Call Board of Review to order.
2. Roll Call
3. Confirmation of appropriate Board of Review and Open Meetings notices.
4. Select a Chairperson for Board of Review
5. Select a Vice-Chairperson for Board of Review
6. Verify that a member has met the mandatory training requirements.
7. Verify that the Village has an ordinance for the confidentiality of income and expense information provided to the assessor § 70.47(7)(af) Wis. Stats.
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 the Assessment Roll by Clerk from the Assessor.
13. Receive the Assessment roll and sworn statements from the Clerk.
14. 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.
15. Discussion/Action: Certify all corrections of error under state law (Wis. Stats § 70.43)
16. Discussion/Action: Verify with Assessor, open book changes are included in the assessment roll.
17. Allow taxpayers to examine assessment data.
18. 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 Board of Review hearing allowing the property owner an appeal directly to circuit court,
 - c. Requests to testify by telephone or submit sworn written statement,
 - d. Subpoena requests, and
 - e. Act on any other legally allowed or required Board of Review matters.
19. Review Notices of Intent to File Objection.
20. Proceed to hear objections, if any, and if proper notice/waivers given, unless scheduled for another date.
21. Consider/act on scheduling additional Board of Review Date(s).
22. Adjourn (to future date if necessary).

Prepared by Sheila Meyer, Clerk/Treasurer

Posted: October 13, 2025, Village of Grantsburg website www.villageofgrantsburg.gov; Village Office 316 S Brad Street; Community Center 315 S Robert Street; Grantsburg Public Library 415 S. Robert Street