



## AGENDA BOARD OF REVIEW

**DATE:** Tuesday, May 8, 2018

**TIME:** 5:30pm

**LOCATION:** Combined Locks Civic Center Council  
Chambers, 405 Wallace Street

1. Call to order
2. Roll call
3. Confirmation of appropriate Board of Review & 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. Review of new laws
8. Filing and summary of Annual Assessment Report by Village Assessor
9. Receipt of the Assessment Roll by Clerk from the Assessor
10. Receive the Assessment Roll and sworn statements from the Clerk
11. Review the Assessment Roll and perform statutory duties:
  - Examine the roll
  - Correct description or calculation errors
  - Add Omitted property, and
  - Eliminate double assessed property
12. Discuss/Action – Certify all corrections of error under state law (Sec 70.43, Wis Stats)
13. Discuss/Action – Verify with the assessor that open book changes are included in the assessment roll
14. Allow taxpayers to examine assessment data
15. During the first two hours, consideration of:
  - Waivers of the required 48-hour notice of intent to file an objection when there is good cause
  - Requests for waiver of the BOR hearing allowing the property owner to appeal directly to circuit court
  - Act on any other legally allowed/required Board of Review matters
16. Review Notices of Intent to File Objection, if applicable
17. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date
18. Consider/act on scheduling additional Board of Review Date(s)
19. Adjourn (to future date if necessary)