VILLAGE OF ALLOUEZ
BOARD OF REVIEW
THURSDAY, MAY 30, 2024
9:30AM-11:30AM
ALLOUEZ VILLAGE HALL, 1900 LIBAL STREET

1. Call Board of Review to order

2. Roll Call - Confirmation of appropriate Board of Review and Open Meetings notices

3. Select a Chairperson for the Board of Review

4. Select a Board of Review Vice-Chairperson

5. Verify that a member has met the mandatory training requirements

6. Verify that the Village has an ordinance for the confidentiality of income and expense information provided to the assessor under state law (Wis. Stat. §70.47(7)(af)) (Village Code §50-5, Confidentiality of Income and Expense Information)

7. Review of New Laws

8. Filing and summary of Annual Assessment Report by Assessor

9. Receipt of the Assessment Roll by the Clerk from the Assessor

10. Receive the Assessment roll and sworn statements for the Clerk

11. Review the Assessment Roll and Perform Statutory Duties:
    a. Examine the roll
    b. Correct description or calculation errors
    c. Add omitted property
    d. Eliminate double assessed property

12. Discussion/Action – Certify all corrections of error under state law (Wis. Stat. §70.43)

13. Discussion/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:
    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 Circuit Court
    c. Requests to testify by telephone or submit sworn written statement
    d. Subpoena requests
    e. Act on any other legally allowed/required Board of Review matters

16. Review Notices of Intent to File Objection

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

18. Consider/act on scheduling addition Board of Review Date(s)

19. Adjourn (to future date if necessary)