

## BOARD OF REVIEW AGENDA

PLEASE TAKE NOTICE that there will be a meeting of the Board of Review of the Village of Arena, commencing at **5:00 p.m. on Tuesday, May 23, 2023, in the Village Hall, located at 345 Main St., Arena, WI 53530.** The following is the agenda for this meeting, which sets forth the subject matters to be considered.

All official proceedings are to be recorded.  
(Must meet a minimum of 2 hours.)

1. Call Board of Review to order (by Clerk).
2. Roll Call (to determine a quorum).
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 under state law (sec. 70.47(7)(af). (Ordinance 2020-0505)
8. Review of new laws.
9. Review policy regarding the procedure for sworn telephone testimony and sworn written testimony. (Approved May 5, 2020)
10. Review 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 sworn statements from the clerk.
  - a. Examine the roll.
  - b. Correct description or calculation errors.
  - c. Add omitted property.
  - d. Eliminate double assessed property.
15. Discussion/Action – Certify all corrections of error under state law (sec. 70.43, Wis. Stats.).
16. Discussion/Action – Verify with the assessor that 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 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.
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.
  - a. Swearing in of objector/assessor prior to each hearing
21. Consider/act on scheduling additional Board additional board of Review Date(s) (if necessary).
22. Adjourn (to future date, if necessary).

Posted: 5/16/2023

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the Arena Village Clerk's office at least 48 hours in advance to request adequate accommodations at 608-753-2133.