

**CITY OF VIROQUA
BOARD OF REVIEW
TUESDAY, MAY 16, 2023
10:00 AM (must be in session a minimum of 2 hours)
CITY HALL – 124 W DECKER STREET**

AGENDA

1. Call Board of Review to order – City Clerk
2. Roll call
3. Confirmation of appropriate Board of Review and Open Book notices
4. Select a Chairperson for Board of Review
5. Select a Vice-Chairperson for Board of Review
6. Verify that at least one member has met the mandatory training requirements
7. Verify that the City has an ordinance for the confidentiality of income and expense information provided to the assessor under state law (sec. 70.47(7)(af))
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. Receipt of the Assessment Roll by Clerk from the Assessor
12. Receive the Assessment roll and sworn statements from the Clerk
13. Review the Assessment Roll and Perform Statutory Duties:
 - Examine the roll
 - Correct description or calculation errors
 - Add omitted property
 - Eliminate double assessed property
14. Discussion/Action – Certify all corrections of error under state law (sec. 70.43, Wis. Stats)
15. Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll
16. Allow taxpayers to examine assessment data
17. 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
18. Review notices of intent to file objection
19. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date
20. Consider/act on scheduling additional Board of Review date (s)
21. Adjourn (to future date if necessary)