



**CITY OF TWO RIVERS
BOARD OF REVIEW AGENDA
Wednesday, August 18, 2021 – 4:00 PM
City Hall - 3rd Floor Council Chambers
Regular Meeting**

1. Call Board of Review (BOR) to Order

2. Roll Call by City Clerk

Board of Review Members: Chairperson Bill LeClair, Vice-Chairperson Jay Remiker,
Councilmember Bonnie Shimulunas, City Manager Greg Buckley, City Clerk Jamie Jackson

3. Confirmation of appropriate BOR and Open Meetings notices

4. Verify that at least one BOR member has met the mandatory training requirements

5. Verify that the City has an ordinance for the confidentiality of income and expense information provided to the Assessor under state law (Wis. Stat. 70.47(7)(af))

6. Review of new laws

7. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony

8. Adoption of policy regarding the procedure for waiver of BOR hearing requests

9. Filing and summary of Annual Assessment Report by Assessor's Office

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

11. Receive the Assessment Roll and sworn statements from the Clerk

12. Review the Assessment Roll and perform statutory duties:

- a. Examine the roll,
- b. Correct descriptions or calculation errors,
- c. Add omitted property, and
- d. Eliminate double assessed property

13. Discussion/Action - Certify all corrections of error under state law (Wis. Stat. 70.43)

14. Discussion/Action - Verify with the Assessor that open book changes are included in the Assessment Roll

- 15. Allow taxpayers to examine assessment data**
- 16. 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 the circuit court,**
 - c. Requests to testify by telephone or submit a sworn written statement,**
 - d. Subpeona requests, and**
 - e. Act on any other legally allowed or required BOR matters**
- 17. Review Notices of Intent to File Objection**
- 18. Proceed to hear objections, if any and if proper notice/waivers given, unless scheduled for another date**
- 19. Consider/act on scheduling additional BOR date(s)**
- 20. Adjourn (to future date if necessary)**

Please note, upon reasonable notice, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the Office of the City Manager by calling 793-5532.

It is possible that members of and possibly a quorum of governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.