



AMENDED

BOARD OF REVIEW

Friday, September 24, 2021 at 9:00 a.m.

31275 W County Road K, Chenequa, Wisconsin 53029

- 1) Call Board of Review (BOR) to Order
- 2) Roll Call
- 3) Confirmation of appropriate BOR and Open Meeting Notices
- 4) Confirmation of Chairperson for BOR
- 5) Confirmation of Vice-Chairperson for BOR
- 6) Verify that at least one (1) BOR member has met the mandatory training requirement
- 7) 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)]
- 8) Review of new laws
- 9) Filing and summary of Annual Assessment Report by Assessor
- 10) Receipt of the Assessment Roll by Clerk from the Assessor
- 11) Receive the Assessment Roll and Sworn Statements from Clerk
- 12) Review the Assessment Roll and Perform Statutory Duties:
  - Examine the roll
  - Correct description or calculation errors
  - Add omitted property, and
  - 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) Discussion/Action -
  - 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 an appeal directly to Circuit Court,
  - Requests to testify by telephone or submit sworn written statement,
  - Subpoena requests, and
  - Act on any other legally allowed/required Board of Review 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 – Scheduling additional BOR date(s) (if necessary)
- 20) Adjourn (to future date if necessary)

Respectfully submitted by:  
Pamela Ann Little, Village Clerk

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Join Zoom Meeting

<https://us02web.zoom.us/j/83278107928?pwd=QWFmbG9qRnYrRVJHc3d5Qko5NmdSZz09>

Meeting ID: 832 7810 7928 • Passcode: 440420

One tap mobile: 1-312-626-6799

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Request from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Village Administrator with as much advance notice as possible.

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NOTICE OF POSTING TO VILLAGE HALL BULLETIN & WEBSITE  
Village Clerk posted this agenda on Monday, July 26, 2021 by 4:30 PM