



## **ANNUAL BOARD OF REVIEW MEETING AGENDA**

**GRAFTON VILLAGE HALL / 860 BADGER CIRCLE  
VILLAGE COMMITTEE ROOM**

**WEDNESDAY, OCTOBER 28, 2020 AT 3:00 PM\***

**\*This meeting will be held a minimum of 2 hours as required by law.**

1. Call to order by Chair
2. Roll call of Board of Review members
3. Confirmation of appropriate Board of Review and Open Meetings notices
4. Review and Certify Code of Ethics
5. Verify that Board of Review member or members have met 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 (Sec. 70.47(7)(af), Wis Stats)
7. Verify that the Village has adopted a policy regarding the procedure for sworn telephone testimony and sworn written testimony
8. Verify that the Village has adopted a policy regarding the procedure for waiver of Board of Review hearing requests
9. Filing and summary of Annual Assessment Report by Assessor's Office
10. Receipt of the Assessment Roll by Clerk from the Assessor
11. Receive the Assessment Roll and sworn statements from the Clerk

12. Review of the Assessment Roll and perform Statutory Duties:
  - Examine the Assessment Roll
  - Correct description or calculation errors
  - Add omitted property
  - Eliminate double assessed property
13. Discussion/Action - Certify all corrections of error under State Law (Sec. 70.43, Wis Stats)
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. Consideration of:
  - Waivers of the required 48-hour notice of intent to file an objection when there is good cause,
  - Requests for waiver of the Board of Review 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 objections
18. Hearings and action to be taken on property owner’s objections to assessments
19. Consider/act on scheduling additional Board of Review date(s) if necessary
20. Adjournment (to future date if necessary)

*Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities. Please contact the Village Clerk at (262)375-5300, email: [kolsen@village.grafton.wi.us](mailto:kolsen@village.grafton.wi.us)*