



ANNUAL BOARD OF REVIEW MEETING AGENDA

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

**THURSDAY, JUNE 2,
2021 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. Select a Chairperson
5. Select a Vice-chairperson
6. Review of New Laws
7. Verify that Board of Review member or members have met mandatory training requirements
8. 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)
9. Verify that the Village has adopted a policy regarding the procedure for sworn telephone testimony and sworn written testimony
10. Verify that the Village has adopted a 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 of the Assessment Roll and perform Statutory Duties:
 - Examine the Assessment Roll
 - Correct description or calculation errors
 - Add omitted property
 - 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. 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
19. Review Notices of Intent to file objections
20. Hearings and action to be taken on property owner's objections to assessments
21. Consider/act on scheduling additional Board of Review date(s) if necessary
22. Adjournment (to future date if necessary)

Kaity Olsen, Village Clerk, Village of Grafton
Posted May 23, 2022

Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities. Please contact the Village Clerk at least 48 hours in advance to request adequate accommodations at (262)375-5300, email: kolsen@village.grafton.wi.us