



## AGENDA BOARD OF REVIEW

**DATE:** Monday, June 22, 2020

**TIME:** 5:30pm

**LOCATION:** Combined Locks Civic Center Council  
Chambers, 405 Wallace Street

1. Call to order
2. Roll call
3. Confirmation of appropriate Board of Review & Open Meetings notices
4. Select a Chairperson for Board of Review
5. Select a Vice-Chairperson for Board of Review
6. Verify that a member has met the mandatory training requirements
7. Review of new laws
8. Filing and summary of Annual Assessment Report by Village Assessor
9. Receipt of the Assessment Roll by Clerk from the Assessor
10. Receive the Assessment Roll and sworn statements from the Clerk
11. Review the Assessment Roll and perform statutory duties:
  - Examine the roll
  - Correct description or calculation errors
  - Add Omitted property, and
  - Eliminate double assessed property
12. Discuss/Action – Certify all corrections of error under state law (Sec 70.43, Wis Stats)
13. Discuss/Action – Verify with the assessor that open book changes are included in the assessment roll
14. Allow taxpayers to examine assessment data
15. During the first two hours, 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 BOR hearing allowing the property owner to appeal directly to circuit court
  - \*Act on any other legally allowed/required Board of Review matters
16. Review Notices of Intent to File Objection, if applicable
17. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date
18. Consider/act on scheduling additional Board of Review Date(s)
19. Adjourn (to future date if necessary)

**Public Notice:** Agendas are posted in the following locations: Combined Locks Civic Center main entrance and Village website: [www.combinedlocks.org](http://www.combinedlocks.org). 2015 Wisconsin Act 79 allows the publication of certain legal notices on an internet site maintained by a municipality. This law allows these types of legal notices to be posted in one physical location in the jurisdiction (instead of three) if also placed on an internet site maintained by the local government.

**Special Accommodations:** Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made with as much advance notice as possible to the Clerk's Office at 405 Wallace Street, 920-788-7740 extension 203 or email at [gieser@combinedlocks.org](mailto:gieser@combinedlocks.org).

**Notice of Possible Quorum:** A quorum of the Board of Review, Zoning Board of Appeals, Plan Commission, or other Village committee may be present at this meeting for the purpose of gathering information and possible discussion on items listed on this agenda. However, unless otherwise noted in this agenda, no official action by the Board of Review, Zoning Board of Appeals, Plan Commission, or other Village committee will be taken at this meeting.