



## NOTICE OF BOARD OF REVIEW MEETING

**DATE:** Monday, May 15, 2023

**TIME:** 5:30pm

**LOCATION:** Combined Locks Civic Center

Council Chambers, 405 Wallace Street

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### AGENDA

1. Call to order
2. Roll call
3. Confirmation of appropriate Board of Review & Open Book notices posted and published
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, if applicable
8. Receipt of the Assessment Roll by Clerk from the Assessor
9. Receive the Assessment Roll and sworn statements from the Clerk
10. Review the Assessment Roll and perform statutory duties:
  - Examine the roll
  - Correct description or calculation errors
  - Add Omitted property, and
  - Eliminate double assessed property
11. Discuss/Action – Certify all corrections of error under state law (Sec 70.43, Wis Stats)
12. Discuss/Action – Verify with the assessor that open book changes are included in the assessment roll
13. Allow taxpayers to examine assessment data
14. 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
15. Review Notices of Intent to File Objection, if applicable
16. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date
17. Consider/act on scheduling additional Board of Review Date(s)
18. 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.wi.gov](http://www.combinedlocks.wi.gov). 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.wi.gov](mailto:gieser@combinedlocks.wi.gov).

**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.