

# VILLAGE OF NEWBURG

**MEETING: BOARD OF REVIEW**

**DATE AND TIME: TUESDAY, MAY 29, 2018, 6:00 – 8:00 P.M.**

**LOCATION: NEWBURG VILLAGE HALL, 620 W. MAIN ST.**

- I. Call to Order: *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. Roll Call
- III. Appointment of Committee Chair and Vice-Chair
- IV. Verification Of Mandatory Training
- V. Approval Of Minutes May 30, 2017
- VI. Review Procedures
- VII. Discussion and possible action on allowing for sworn telephone or sworn written testimony requests
- VIII. Discussion and possible action on allowing for waiver of Board of Review hearing requests
- IX. Review of Ordinance 06-2017, an Ordinance Relating to the Confidentiality of Information about Income and Expenses Requested by the Assessor in Property Assessment Matters in the Village of Newburg.
- X. Filing and summary of Annual Assessment Report by Assessor's Office.
- XI. Receipt of the Assessment Roll by Village Clerk from the Assessor.
- XII. Review of the Assessment Roll and Perform Statutory Duties: Examine the Roll, Correct description or calculation errors, Add omitted properties, and Eliminate double assessed properties.
- XIII. Discussion and possible action – certify all corrections of error under state law (sec. 70.43, Wis. Stats.).
- XIV. Discussion and possible action – verify with Assessor that Open Book changes are included in the assessment roll.
- XV. Consideration of waivers of the 48-hour notice of intent to file objection, requests for waiver of the BOR hearing allowing property owner an appeal directly to Circuit Court, requests to testify by telephone or submit sworn written statement, subpoena requests, and any other legally allowed BOR matters.
- XVI. Review Notices of Intent to File Objections.
- X. Board of Review will now hear objections/appeals on 2018 assessments.
- XI. Adjournment

**MEMBERS – PLEASE NOTIFY VILLAGE CLERK'S OFFICE IMMEDIATELY IF YOU ARE UNABLE TO ATTEND THIS MEETING**

**UPON REASONABLE NOTICE**, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service please contact the Village Clerk at (262)675-2160 at least 2 days prior to the meeting.

**NOTICE** is given that a majority of the Village Board may attend this meeting to gather information about an agenda item over which they have decision making responsibility. This may constitute a meeting of the Village Board per State ex rel. Badke v. Greendale Village Board, even though the Village Board will not take formal action at this meeting.