



**VILLAGE OF SHOREWOOD
BOARD OF REVIEW MEETING AGENDA**

WEDNESDAY, JULY 26, 2022
VILLAGE HALL COMMITTEE ROOM
3930 MURRAY AVENUE
*5:30 P.M. – 7:30 P.M.

AMENDED

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

1. Call Board of Review to order
2. Roll Call
3. Confirmation of appropriate BOR and Open Meetings Notices
4. Nomination and Election of Chairperson
5. Nomination and Election of Vice-Chairperson
6. Verification that at least one Board of Review member has met the annual mandatory training requirements
7. Filing and Annual Assessment Roll Update by Assessor's Office
8. Receipt of the Assessment Roll by Village Clerk from the Assessor
9. Receive the Assessment Roll and sworn statements from the Village Clerk
10. Examination of the assessment roll and perform statutory duties
 - a. Examine the roll
 - b. Correct description or calculation errors
 - c. Add omitted property
 - d. Eliminate double assessed property
11. Discussion/Action – Certify all corrections of error under state law (Wis. Stat. § 70.43)
12. Discussion/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:
 - a. Waivers of the required 48-hour notice of intent to file an objection when there is good cause,
 - b. Requests for waiver of the BOR hearing allowing the property owner an appeal directly to the circuit court,
 - c. Requests to testify by telephone or submit a sworn written statement,
 - d. Subpoena requests, and
 - e. Act on any other legally allowed or required BOR matters.
15. Review Notices of Intent to File Objection.
16. Proceed to hear objections to 2023 assessment, if any and if proper notice/waivers given, unless scheduled for another date.
17. Hear any other motions authorized by law.
18. If necessary, adjourn the Board of Review meeting to a date and time to be determined by the Board of Review members; if complete, final adjournment of the 2023 Board of Review.

Posted: July 7, 2023