



# **AGENDA OF THE BOARD OF REVIEW**

**MONDAY, MAY 15, 2023, 9:00 AM  
CITY HALL, 203**

**A. Zoom information**

1. This item contains virtual Zoom meeting information and instructions.

**B. Roll Call.**

**C. Approval of the Agenda.**

1. The Board of Review will remain in session for at least two hours on Monday, May 15, 2023, beginning at 9:00 am. Agenda items A to K will be discussed on Monday, May 15, 2023. Agenda items L to M will be discussed on Thursday, May 18, 2023, beginning at 9 am.

**D. Approval of Minutes.**

**E. Election of Chairperson and Vice Chairperson**

**F. Presentation on and adoption of procedures governing review process and new laws affecting the proceedings.**

1. Adoption of Board of Review Policy regarding procedure for waiver of BOR hearing requests.
2. Adoption of Board of Review Policy regarding sworn telephone and sworn written testimony.
3. Review of new laws.
4. Verification of ordinance for confidentiality of income and expense information provided to the Assessor under state law (Wis. Stat. sec. 70.47(7)(af)).

**G. Statement and verification by the City Clerk.**

1. Member(s) have met the mandatory training requirements.
2. Filing and summary of annual assessment report by the Assessor's office
3. Verify receipt of the assessment roll by the Clerk from the Assessor.

4. Receive assessment roll and sworn statements from the Clerk.

**H. Annual Assessment Report.**

1. Examine the assessment roll.
2. Correct description or calculation errors.
3. Add omitted property and eliminate double-assessed property, if any.
4. Certify all corrections of error under state law, Wis. Stat. section 70.43.
5. Verify with the Assessor that open book changes are included in the assessment roll.
6. Taxpayers may examine assessment data.

**I. During the first two hours of the Board of Review meeting, consideration of:**

1. Requests for waiver of the 48-hour notice of intent to file an objection, where there is good cause.
2. Requests for waiver of Board of Review hearing, allowing the property owner an appeal directly to the circuit court.
3. Requests to testify by telephone or submit a sworn written statement.

**J. Consideration with possible action on Notices of Intent to File Objections.**

**K. Review objections and create a list for Thursday, May 18, 2023.**

**L. Adjourn to Thursday, May 18, 2023, 9 am, Council Chambers.**

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT [www.greenbaywi.gov](http://www.greenbaywi.gov)
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that members of the Common Council and its subcommittees may attend this meeting, resulting in a majority or quorum of that body. No action will be taken by any City of Green Bay governmental body at the above-stated meeting other than the Board of Review.