



**Notice of Board of Review, Wednesday, May 10, 2023 – 1:00-3:00 pm  
Campbellsport Municipal Center – Community Room – 470 Grandview Avenue**

**AGENDA**

- 1) Call Board of Review to order
- 2) Notice posted at National Exchange Bank, Library, Campbellsport Municipal Center and on the Village website.
- 3) Select a Chairperson for Board of Review
- 4) Select a Vice-Chairperson for Board of Review
- 5) Verify that a member has met the mandatory training requirements
- 6) Verify that the Village has an ordinance for the confidentiality of income and expense information provided to the assessor under state law (sec. 70.47(f)(af).
- 7) Filing and summary of Annual Assessment Report by Assessor's Office
- 8) Receipt of the Assessment Roll by clerk from assessor
- 9) Review the Assessment Roll and Perform Statutory Duties:
  - a. Examine the roll,
  - b. Correct description or calculation errors,
  - c. Add omitted property, and
  - d. Eliminate double assessed property
- 10) Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll
- 11) Allow taxpayers to examine assessment data
- 12) 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 circuit court,
  - c. Requests to testify by telephone or submit sworn written statement,
  - d. Subpoena requests, and
  - e. Act on any other legally allowed/required Board of Review matters
- 13) Review Notices of Intent to File Objection
- 14) Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date
- 15) Consider/act on scheduling additional Board of Review date(s)
- 16) Adjourn (to future date if necessary)

Shelby Sarauer CMTW

Clerk- Treasurer

Agenda Posted March 28, 2023 Notice posted March 28, 2023, published April 20, 2023

**OPEN MEETINGS NOTICE:** Please be advised that upon reasonable notice, the Village of Campbellsport will furnish appropriate auxiliary aids and services to afford individuals with disabilities an equal opportunity to participate in meetings.