



**Notice of Board of Review, Wednesday, May 20, 2020 – 1-3 pm
Campbellsport Municipal Center – Community Room – 470 Grandview Avenue**

AGENDA

- 1) Call Board of Review to order
- 2) Notice posted at the Campbellsport News, 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

Interim Clerk-Treasurer

Agenda Posted on May 19, 2020, Notice posted April 22, 2020

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.