

AGENDA
LAKE MILLS BOARD OF REVIEW
May 4, 2021 5:00 p.m.
Municipal Building Community Center– 200 Water Street

DUE TO COVID-19, ANYONE WISHING TO PARTICIPATE BY PHONE FOR PERSONAL SAFETY, PLEASE CALL THE CITY TREASURER NO LATER THAN TUESDAY MAY 4, 2021 BY 2:00 PM, 920-648-2344.

1. Call to Order.
2. Roll Call.
3. Confirmation of appropriate Board of Review Open Meeting notices.
4. Selection of Chairman.
5. Selection of Vice Chairman.
6. Approval of Minutes of May 19, 2020.
7. Verify that a BOR member has met the mandatory training requirements in 70.46(4), Wis Stats.
8. Verify adoption an ordinance for the confidentiality of income and expenses information provided to the assessor per Wis. Stats. 70.47(7)(af).
9. Filing and summary of Annual Assessment Report by the assessor.
10. Receipt of the Assessment Roll from Assessor, sworn statement and verification that the Assessor's Affidavit has been signed.
11. Review the Assessment Roll and perform statutory duties:
 - Examine the roll,
 - Correct description or calculation errors,
 - Add omitted property, and
 - Eliminate double assessed property.
12. Certify all corrections of errors under state law (sec.70.43 Wis. Stats)
13. Verify with assessor that all open book changes are included in the Assessment Roll.
14. Allow taxpayers to examine assessment data.
15. During the first two hours, consideration/decision of:
 - Waivers of the required 48-hour notice of intent to file an objection when there is good cause.
 - Requests for waiver of the BOR hearing allowing the property owner an appeal directly to circuit court.
 - Requests to testify by telephone or submit sworn written statement.
 - Subpoena requests.
16. Review Notices of Intent to File Objection.
17. Hear objections if any and if proper notice/waivers given unless scheduled for another date.
18. Consideration of scheduling additional Board of Review dates.
19. Adjournment.

Posted:
City Hall
Lake Mills Post Office
L.D. Fargo Public Library