

CITY OF ST. CROIX FALLS
Board of Review
Wednesday, May 10, 2023
5:00 PM (must be in session a minimum of 2 hours)
City Hall 710 Hwy 35 St. Croix Falls, WI

1. Call to Order
 - a. Roll Call
2. Selection of Chairperson
3. Confirmation of appropriate notices
4. Verify a Member has met the mandatory training requirements
5. Verify the City has an ordinance for the confidentiality of income and expense information provided to the assessor under state law (sec. 70.47(7)(af))
6. Verify City has a Policy regarding procedures for sworn telephone testimony and sworn written testimony
7. Verify City has a Policy regarding the procedure for waiver of Board of Review Hearing requests
8. Filing and summary of Annual Assessment Report by Assessor's Office
9. Receipt of the Assessment Roll by Clerk from the Assessor
10. Receipt of the Assessment Roll and sworn statements from the Clerk
11. Review the Assessment Roll and Perform Statutory Duties:
 - Examine Roll
 - Correct description or calculation errors
 - Add omitted property
 - Eliminate double assessed property
12. Discuss and Take Action: Certify all corrections of error under state law (sec. 70.43 Wis. Stats.)
13. Discuss and Take Action: Verify with the Assessor that Open Book changes are included in the roll
14. Allow Taxpayers to examine the assessment data
15. During First 2 Hours, Consideration of:
 - Waivers of 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 request
 - Act on other legally allowed/required BOR matters
16. Review Notices of Intent to File Objection
17. Proceed to hear objections, if any, and if proper notice/waivers given unless scheduled for another date
18. Consider/act on scheduling additional BOR dates
19. Adjourn (to a later date if necessary)

IT IS POSSIBLE THAT MEMBERS OF AND POSSIBLY A QUORUM OF MEMBERS OF OTHER GOVERNMENTAL BODIES OF THE MUNICIPALITY MAY BE IN ATTENDANCE AT THE ABOVE STATED MEETING TO GATHER INFORMATION: NO ACTION WILL BE TAKEN BY ANY GOVERNMENTAL BODY AT THE ABOVE STATED MEETING OTHER THAN THE GOVERNMENT BODY SPECIFICALLY REFERRED TO ABOVE IN THIS NOTICE.

ALSO, UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. IF A PERSON WITH A DISABILITY REQUIRES THAT THE MEETING BE ACCESSIBLE OR THAT MATERIALS AT THE MEETING BE IN AN ACCESSIBLE FORMAT, CALL THE CITY CLERK'S OFFICE AT LEAST 48 HOURS IN ADVANCE TO REQUEST ADEQUATE ACCOMMODATIONS. TEL: 715-483-3929 ext. 2