

Town of Black Earth
Board of Review
Friday, October 6, 2023
1:00 PM – 3:00 PM

(must be in session a minimum of 2 hours)

The meeting will be held in the lower level of the Breunig Accounting building, located at 1116 Mills St., Black Earth, WI.

AGENDA

1. Call Board of Review to order.
2. Roll Call.
3. Confirmation of appropriate Board of Review and Open Meetings notices.
4. Select a Chairperson for Board of Review.
5. Select a Vice-Chairperson for Board of Review.
6. Verify that at least one member has met the annual mandatory training requirements.
7. Verify that the Town has an ordinance for the confidentiality of income and expense information provided to the Assessor under state law (Wis. Stat 70.47(7)(af)).
8. Review of new laws.
9. Adoption of amendment to policy regarding the procedure for sworn telephone testimony and sworn written testimony.
10. Adoption of policy regarding the procedure for waiver of Board of Review hearing requests.
11. Filing and summary of Annual Assessment Report by Assessor's Office.
12. Receipt of the assessment roll by the Clerk from the Assessor.
13. Receive the assessment roll and sworn statements from the Clerk.
14. 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.
15. Discussion/action re: Certify all corrections of error under State law (Wis. Stat. 70.43)
16. Discussion/action re: Verify with the Assessor that open book changes are included in the assessment roll.
17. Allow taxpayers to examine assessment data.
18. 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 Board of Review hearing allowing the property owner an appeal directly to circuit court,
 - c. Request to testify by telephone or submit sworn written statement,
 - d. Subpoena requests, and
 - e. Act on any other legally allowed or required Board of Review matters.
19. Review Notices of Intent to File Objection.
20. Proceed to hear objections, if any, and if proper notice/waivers given, unless scheduled for another date.
21. Consider/act on scheduling additional Board of Review Date(s).
22. Adjourn (to future date if necessary).

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. Persons requiring additional services to participate in a public meeting should contact the Town Clerk – 608-444-6425, townofblackearthclerk@gmail.com.

Stephanie Zwettler, Town Clerk
town.blackearth.wi.us

Posted: October 3, 2023