

**NOTICE OF MEETING
VILLAGE OF FOX POINT
BOARD OF REVIEW MEETING**

MUNICIPAL BUILDING
VILLAGE BOARD ROOM, SCHWEMER HALL
7200 N SANTA MONICA BLVD
FOX POINT, WI 53217

WEDNESDAY
*OCTOBER 18, 2023
5:00 P.M.

AGENDA

Board of Review Members: Christine Symchych, Liz Aelion, Christopher Mehring, Aaron Prater, Katherine Corcoran, Michelle Medeiros (Alt. 1), Eric Weiner (Alt. 2), Peggy Dickson (Alt. 3), Scott Botcher, and Kelly Meyer

***This meeting will be held a minimum of 2 hours as required by law. The Board of Review meeting is in-person.**

1. Call Board of Review to order.
2. Roll Call.
3. Confirmation of appropriate BOR and Open Meetings Notices.
4. Select a Chairperson for Board of Review.
5. Select a Vice-Chairperson for Board of Review.
6. Verification that at least one Board of Review member has met the annual mandatory training requirements.
7. Verify that the Village 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. Review and possible action concerning the policy regarding the procedure for sworn telephone testimony and sworn written testimony.
10. Review and possible action concerning the policy regarding the procedure for waiver of BOR hearing requests.
11. Filing and Summary of Annual Assessment Report by Assessor's Office.
12. Receipt of the Assessment Roll by Village Clerk from the Assessor.
13. Receive the Assessment Roll and sworn statements from the Village Clerk.

14. Review the Assessment Roll and perform statutory duties.
 - a. Examine the roll
 - b. Correct description or calculation errors
 - c. Add omitted property
 - d. Eliminate double assessed property
15. Discussion/Action – Certify all corrections of error under state law (Wis. Stat. § 70.43).
16. Discussion/Action – 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 BOR hearing allowing the property owner an appeal directly to the circuit court,
 - c. Requests to testify by telephone or submit a sworn written statement,
 - d. Subpoena requests, and
 - e. Act on any other legally allowed or required BOR matters.
19. Review Notices of Intent to File Objection.
20. Proceed to hear objections to 2023 assessment, if any and if proper notice/waivers given, unless scheduled for another date.
21. Consider/act on scheduling additional BOR Date(s).
22. Adjourn (to future date if necessary).

NOTICE: 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 VILLAGE OF FOX POINT CLERK'S OFFICE AT LEAST 48 HOURS IN ADVANCE TO REQUEST ADEQUATE ACCOMMODATIONS. TEL: 414-351-8900.