

**ANNUAL MEETING OF THE BOARD OF REVIEW
VILLAGE OF JUNCTION CITY, PORTAGE COUNTY, WISCONSIN
VILLAGE HALL, 1001 MAIN STREET
WEDNESDAY, MAY 19, 2021**

1. Call to order at 7:00 p.m.
2. Roll call.
3. Confirmation of appropriate Board of Review and Open Meetings notices.
4. Moment of Silent Reflection, Pledge of Allegiance.
5. Elect Chairperson for the Annual Board of Review.
6. Elect a Vice-Chairperson for the Annual Board of Review.
7. Verify that a member has met the mandatory training requirements.
8. 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(7)(af)).
9. Review of new laws.
10. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony.
11. Adoption of policy regarding the procedure for waiver of Board of Review hearing requests.
12. Filing and summary of 2021 Annual Assessment Report/Roll by Accurate Appraisal.
13. Receipt of the 2021 Assessment Roll by Clerk from the Assessor.
14. Receive the 2021 Assessment Roll and sworn statements from the Clerk.
15. Review the Assessment Roll and Perform Statutory Duties:
Examine the Roll,
Correct Description or Calculation Errors,
Add Omitted Property, and
Eliminate Double Assessed Property.
16. Discussion/Action – Certified all corrections of error under state law (sec. 70.43).
17. Discussion/Action – Verify with the assessor that Open Book changes are included in the Assessment Roll.

18. Consider approval of the 2021 Assessment Roll.
19. Allow taxpayers to examine assessment data.
20. During the first two hours, consideration of:

Waivers of the required 48-hour notice of intent to file an objection when there is good cause,

Requests for waiver of the Board of Review hearing allowing the property owner an appeal directly to circuit court,

Requests to testify by telephone or submit sworn written statement,

Subpoena requests, and

Act on any other legally allowed/required Board of Review matters.

21. Review Notice of Intent to File Objection.
22. Hear cases for all Property Assessment Objection Forms filed.
23. Consider cases for Property Assessment Objection Forms filed at the Board of Review (waive 48 hour notice).
24. Consider/act on scheduling additional Board of Review Date(s).
25. Adjournment.

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 governmental body specifically referred to above in this notice.

****Any person who has special needs while attending this meeting or needs agenda materials for this meeting should contact the Village Clerk as soon as possible to ensure a reasonable accommodation can be made. The Village Clerk can be reached by telephone at (715) 457-2353, or by mail at PO Box 93, Junction City, WI.