

VILLAGE OF EAGLE
BOARD OF REVIEW

Wednesday, April 28, 2021
4:00 p.m.

Municipal Building
820 E. Main St.

SCHEDULE OF PROCEEDINGS

1. Clerk - Call to Order the Board of Review
2. Roll Call
3. Pledge of Allegiance
4. Confirmation of appropriate Board of Review and Open Meetings notices
5. Motion to nominate Chairperson of Board of Review
6. Motion to nominate Vice-Chairperson of Board of Review
7. Verify that a member has met the required training requirements
8. Verify 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. Adoption of 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. Chairperson announces considerations for Board of Review
 - 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 to testify by telephone or submit sworn written statement
 - Subpoena requests
 - Act on any other legally allowed/required Board of Review matters
12. Summary of Annual Assessment Report by Assessor's Office
13. Receipt of the Assessment Roll by clerk from the Assessor
14. Receive the Assessment Roll and sworn statements from the clerk
15. Review Notices of Intent to File Objection
16. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date
17. Review the Assessment Roll and Perform Statutory Duties
 - Examine the roll,
 - Correct description or calculation errors
 - Add omitted property, and
 - Eliminate double assessed property
18. Allow taxpayers to examine assessment data
19. Discussion/Action – Certify all corrections of error under state law (Sec. 70.43, Wis. Stats)
20. Discussion/Action – Verify with assessor that open book changes are included in the assessment roll
21. Consideration/Action on scheduling additional Board of Review date(s)
22. Motion to adjourn (to future 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 governmental body specifically referred to above in this notice

Posted _____, 2021 by _____