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**AGENDA
BOARD OF REVIEW
VILLAGE OF SUSSEX
5:00 PM THURSDAY, JUNE 16, 2022
SUSSEX CIVIC CENTER – BOARD ROOM 2ND FLOOR**

This is official notice that a Board of Review will be held for the Village of Sussex at 5:00 p.m. on Thursday, June 16, 2022, at the Sussex Civic Center, N64W23760 Main Street, Sussex, Wisconsin. Legal requirements for notification of the public have been met.

1. Call Board of Review to order
2. Roll Call
3. Pledge of Allegiance
4. Confirmation of appropriate Board of Review and Open Meetings notices
5. Select Chairperson for 2022 Board of Review
6. Select Vice-Chairperson for 2022 Board of Review
7. Verify a board member has met mandatory training requirement
8. Discussion/Action regarding approval of previous minutes
 - a) May 26, 2021 Board of Review meeting minutes
 - b) May 24, 2022 Board of Review meeting minutes
9. Verify that the Village has an ordinance for the confidentiality of income and expense information provided by the assessor under state law – Sec. 70.47(7)(af)
10. Review of new laws
11. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony
12. Adoption of policy regarding the procedure for waiver of Board of Review hearing requests
13. Update from Assessor's Office
14. Filing and summary of Annual Assessment Report by Assessor's Office
15. Receipt of the assessment roll by the Clerk from the Assessor
16. Receive the Assessment Roll and sworn statements from the clerk
17. Review the 2021 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
18. Discussion/Action to certify all corrections of error under state law – Wis. Stats. Sec. 70.43)
19. Discussion/Action regarding verification from the Assessor that open book changes are included in the assessment roll
20. Allow taxpayers to examine assessment data

21. During the first two hours, grant:
 - 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 circuit court
 - c) Requests to testify by telephone or submit sworn written statement
 - d) Subpoena requests
 - e) Act on any other legally allowed, required matters
22. Review Notices of Intent to File Objection
23. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date
24. Consider/act on scheduling additional Board of Review Date(s)
25. Adjourn (to future date if necessary)

Anthony J. LeDonne
Village President



Jeremy Smith
Village Administrator

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. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Village Clerk at 246-5200.