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AGENDA
BOARD OF REVIEW
VILLAGE OF SUSSEX
4:00 PM TUESDAY, MAY 14, 2024
SUSSEX CIVIC CENTER- BOARD ROOM 2nd FLOOR

1. Roll call.
2. Pledge of Allegiance.
3. Confirmation of appropriate Board of Review and Open Meetings notices.
4. Select a Chairperson for Board of Review.
5. Select a Board of Review Vice-Chairperson.
6. Verify that a member has met the mandatory training requirements.
7. 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).
8. Review of new laws.
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 hearings requests.
11. Filing and summary of Annual Assessment Report by Assessor's Office.
12. Receipt of the Assessment Roll by clerk from the Assessor.
13. Receive the Assessment roll and sworn statement 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 - Certify all corrections of error under state law (Wis. Stats. §70.43).

16. Discussion/Action - Verify with the assessor that open book changes are included in the assessment roll.
17. Allow taxpayers to examine the 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 BOR hearing waiver to allow the property owner an appeal directly to circuit court,
 - c. Requests to testify by telephone or submit sworn written statement,
 - d. Subpoena requests, and
 - e. Act on any other legally allowed/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 scheduled additional BOR Date(s).
22. Adjournment (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.