



City of Juneau
Board of Review
Monday August 14, 2023
5:00 pm at City Hall 405 Jewel St
AGENDA

Board: Richard Evans, Ward 1
Jane Fude, Ward 2
Dave Gratton, Ward 3
Mayor Dan Wegener
Meagan Buchda, Clerk/Treasurer

Alternates: Kay Marose
Kayla Muchka
John Schuster

1. Call Board of Review to Order.
2. Roll Call.
3. Confirmation of Appropriate BOR and Open Meetings Notices.
4. Select a Chairperson for BOR.
5. Select a BOR Vice-Chairperson.
6. Verify that at least one BOR member has met the mandatory training requirements.
7. Verify that the City has an ordinance for the confidentiality of income and expense information provided to the Assessor under state law (Wis. Stat Wis. Stat. § 70.47(7)(af)).
8. Review of New Laws.
9. Adoption of Amendment to Policy regarding the procedure for sworn telephone testimony and sworn written testimony.
10. Adoption of 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
13. Receive the Assessment Roll and sworn statements 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. 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, 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).

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.

Please note that, 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 Meagan Buchda, Clerk/Treasurer, 405 Jewel Street, Juneau, WI 386-4800

08/010/2023 @ 3:00 PM