

**Notice**  
**Village of Baldwin**  
**BOARD OF REVIEW**  
May 22, 2023 – 5:00pm – 7:00pm  
400 Cedar St., Baldwin

**AGENDA**

1. Call to order
2. Roll call
3. Confirmation that appropriate BOR and Open Meeting notices were published/posted
4. Select Chairperson for BOR
5. Select Vice-chairperson for BOR
6. Verify that a BOR member has met the mandatory training requirements
7. Verify that the village has an ordinance for the confidentiality of income and expense information provided to the assessor under state law (WI Statute 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 BOR hearing 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 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
  - d. Eliminate double assessed property
15. Discussion/action – certify all corrections of error under state law (WI 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 BOR hearing waiver to allow the property owner an appeal directly to circuit court
  - c. Request to testify by telephone or submit sworn written statement
  - d. Subpoena requests
  - e. Act on any other legally allowed/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 dates
22. Adjourn

*Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the Village of Baldwin Administrative office (715-684-3426) at least 48 hours in advance to request adequate accommodations.*