

**Village of Holmen
Board of Review
Board Room, Holmen Village Hall
421 S. Main Street
September 17, 2024
4:00 p.m. (must be in session for 2 hours)**

**Posted 07/01/24
3:00 pm**

This meeting is held in compliance with Wisconsin's Open Meeting Law, State Statutes, Chapter 19, Subchapter V. and as such it is open to the public.

It is possible that members of, and possibly a quorum of, other governmental bodies of the Village 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 in the above notice.

1. Call Board of Review (BOR) to order.
2. Roll Call.
3. Confirmation of appropriate BOR and Open Meetings notices.
4. Select a Chairperson for BOR (completed at 5/9/24 adjournment meeting).
5. Select a BOR Vice-Chairperson (completed at 5/9/24 adjournment meeting).
6. Verify that at least one BOR member has met the annual 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 (Wis. Stat. § 70.47(7)(af)).
8. Review of new laws.
9. Review of policy regarding the procedure for sworn telephone testimony and sworn written testimony.
10. Review 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 the 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, 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 a future date if necessary).

Angela A. Hornberg, Clerk/Treasurer

In compliance with the Americans with Disability Act of 1990, the Village of Holmen will provide reasonable accommodations to qualified individuals with a disability to ensure equal access to public meetings provided notification is given to the Village Clerk within seventy-two (72) hours prior to the public meeting and that the requested accommodation does not create an undue hardship for the Village.