



Town of Centerville

Manitowoc County

Web Address: <http://townofcenterville.us>

e-mail: Centerville@tds.net

Town of Centerville Board of Review

DATE: Tuesday, May 16, 2023

TIME: 5:00 P.M.

LOCATION: Lakeshore Technical College, Manitowoc Training Room

AGENDA:

1. Call to Order
2. Roll Call
3. Confirmation of appropriate BOR and Open Meeting Notices.
4. Select Chairman for BOR
5. Select Vice-Chairman for BOR
6. Verify a member has met the mandatory training requirements
7. Verify that the Town has an ordinance for the confidentiality of income and expense information provided to the Assessor under state law (Wis. Stat. 710.47(7)(af)),
8. Review the 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 ROR hearing requests.
11. Filing and summary of Annual Assessment Report by the Assessor
12. Receipt of the Assessment Roll by clerk from the Assessor
13. Receive the Assessment Roll and sworn statements from the Clerk
14. Receive Assessment Roll and Perform Statutory Duties:
 - a. Examine the roll
 - b. Correct description r calculation errors.
 - c. Add omitted property
 - 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 noticed of intent to file an objection when there is good cause
 - b. Requests for BOR hearing waiver to allow property owner an appeal directly to circuit court
 - c. Requests to testify by telephone or submit sworn written statements
 - d. Subpoena requests
 - e. Act on any other legally allowed/required Board of Review matters
19. Review Notices of intent to File Objections
20. Proceed to hear objections
21. Consider/act on scheduling additional BOR Date(s).
22. Adjourn

Persons with disabilities who need accommodations to attend the meeting should contact the Town Clerk's Office at 758-2720 as soon as possible so needs can be reasonably met.

Affidavit of Posting: 5/8/2023

Locations: Bulletin Boards at Schmidt Excavating, Inc, and Town Website- townofcenterville.us

By: Paulette Vogt, Town Clerk