



# Town of Centerville

Manitowoc County

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

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## Town of Centerville Board of Review

**DATE:** Thursday, May 20, 2021

**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. Review the new laws
8. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written statements
9. Adoption of policy regarding the procedure for waiver of Board of Review hearing requests
10. Filing and summary of Annual Assessment Report by the Assessor
11. Receipt of the Assessment Roll by clerk from the Assessor
12. Receive the Assessment Roll and sworn statements from the Clerk
13. 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
14. Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll.
15. Allow taxpayers to examine assessment data
16. 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
17. Review Notices of intent to File Objections
18. Proceed to hear objections
19. Consider/act on scheduling additional BOR Dates
20. 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: 5/15/21

Locations: Bulletin Boards at Schmidt Excavating, Inc and Town Website- [townofcenterville.us](http://townofcenterville.us)

By: Paulette Vogt, Town Clerk