



**MEETING NOTICE FOR
CITY OF ANTIGO
BOARD OF REVIEW**

Date: Wednesday, June 7, 2023

Time: 1:00 p.m. – 3:00 p.m.
(must be in session a minimum of 2 hours)

Location: Council Chambers, City Hall, 700 Edison Street, Antigo, WI

1. Call Board of Review to Order (by Clerk until election of Chairperson)
2. Roll Call
3. Confirmation of appropriate Board of Review and Open Meetings notices.
4. Select a Chairperson for Board of Review.
5. Select a Vice-Chairperson for Board of Review.
6. Verify that at least one 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 (sec. 70.47(7)(af), Wis. Stats.).
8. Review of new laws, if any.
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 Board of Review 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:
 - Examine the roll,
 - Correct description or calculation errors,
 - Add omitted property, and
 - Eliminate double assessed property.

15. Discussion/Action – Certify all corrections of error under state law (sec. 70.43, Wis. Stats.).
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:
 - Waivers of the required 48-hour notice of intent to file an objection when there is good cause,
 - Requests for waiver of the BOR hearing allowing the property owner an appeal directly to circuit court,
 - Requests to testify by telephone or submit sworn written statements,
 - Subpoena requests, and
 - Act on any other legally allowed or required Board of Review 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 Board of Review Date(s), if necessary.
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 Cheryl Barta, 700 Edison Street, Antigo, Wisconsin 54409-1955. Telephone 715-623-3633 ext. 100.

Date Posted: May 31, 2023

Kaye M. Matucheski
Clerk-Treasurer/Finance Director
City of Antigo