



# VILLAGE OF WINNECONNE

*The Community of Opportunity*

30 South First Street - PO Box 488 - Winneconne, Wisconsin 54986-0488

(920)582-4381 - [www.winneconnewi.gov](http://www.winneconnewi.gov)

Board of Review

Tuesday, May 13, 2025

4:00 p.m. – 6:00 p.m.

(must be in session a minimum of 2 hours)

Village of Winneconne Municipal Center Board Room

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.
5. Select a BOR Vice-Chairperson.
6. Verify that at least one BOR member has met the mandatory training requirements.
7. Filing and summary of Annual Assessment Report by Assessor's Office.
8. Receipt of the assessment roll by the Clerk from the Assessor.
9. Receive the Assessment Roll and sworn statements from the Clerk.
10. 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.
11. Discussion/Action — Certify all corrections of error under state law (Wis. Stat. 5 70.43).
12. Discussion/Action — Verify with the Assessor that open book changes are included in the assessment.
13. Allow taxpayers to examine assessment data.
14. 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.
15. Review Notices of Intent to File Objection.
16. Proceed to hear objections, if any and if proper notice/waivers given, unless scheduled for another date.
17. Consider/act on scheduling additional BOR Date(s).
18. Adjourn (to future date if necessary).

The Winneconne Municipal Center is accessible to the physically disadvantaged. If special accommodations are necessary, please contact the Village Hall at 920-582-4381 and we will make every effort to accommodate the requests.

Notice of this meeting was posted at the following locations: Village Hall 30 S. 1st St., Winneconne, Premier Bank 915 E. Main St. Winneconne, Winneconne Post Office 34 S. 2<sup>nd</sup> St., Winneconne and Village website.