

# City of Bayfield Board of Review

May 20, 2019

Starting at 2 p.m., for a minimum of 2 hours

Bayfield City Hall, 125 South First Street, Bayfield, WI

---

## AGENDA

1. Call to Order – Roll Call – Pledge of Allegiance
2. Confirmation of appropriate Board of Review and Open Meeting Notices
3. Select Chair and Vice-Chair
4. Clerk verifies a member has met the mandatory training in accordance with 70.46(4) WI Statutes.
5. Verify 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))
6. Review of new laws (if any)
7. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony
8. Adoption of policy regarding the procedure for waiver of Board of Review hearing request.
9. Filing and summary of Annual Assessment report by Assessor's Office
10. Acceptance of the assessment roll and sworn statements from the clerk and verification that the Assessor's Affidavit has been signed.
11. Review the 2019 assessment toll and perform statutory duties
  - Examine the roll
  - Correct description or calculation error
  - Add omitted property
  - Eliminate double assessed property
12. Discussion/Action – Certify all corrections of error under state law (70.43 Wis. Stats)
13. Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll.
14. Allow taxpayers to examine assessment data.
15. 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
  - Request 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 statement,
  - Subpoena requests, and
  - Act on any other legally allowed/required BOR matters.
16. Receive Notices of Intent to File Objections
17. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled to another date.
18. Consider/act on scheduling additional BOR dates.
19. Adjourn (to future date if necessary)

Posted: May 14, 2019 - City Hall and on website at [www.cityofbayfield.com](http://www.cityofbayfield.com)