

VILLAGE OF BROWNSVILLE

BOARD OF REVIEW

Thursday, May 15, 2025

5:30 PM – 7:30 PM (the meeting will be in session a minimum of 2 hours)

Brownsville Village Community Center ❖ 871 Main St, Brownsville WI 53006

AGENDA:

1. Call Board of Review to order.
2. Roll Call.
3. Confirmation of appropriate Board of Review and Open Meeting notices.
4. Select Chairperson for the Board of Review.
5. Select a Vice-Chairperson for the Board of Review.
6. Verify that a member has met the mandatory training requirements.
7. Verify that the Village has an ordinance for the confidentiality of income and expense information provided to the assessor under state law (sec. 70.47(7) (af).
8. Review of new laws.
9. Verify adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony.
10. Verify adoption of policy regarding the procedure for waiver of Board of Review hearing requests.
11. Filing of 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. Consideration of any:
 - Waiver 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 statement,
 - Subpoena request, and
 - Act on any other legally allowed/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
22. Adjourn (to a future date to if necessary).

Posted May 9, 2025

Kathryn Hull, Village of Brownsville Clerk

NOTICE: A quorum of members of other governmental bodies of the municipality may attend the above stated meeting; 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.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the Brownsville clerk's office at least 48 hours in advance to request adequate accommodation. Telephone #920-583-4087