

**2024 BOARD OF REVIEW  
VILLAGE OF NEW GLARUS**

**Thursday, May 30, 2024**

5:00 P.M. (must be in session a minimum of 2 hours)

In Person at Village Hall Boardroom

319 2<sup>nd</sup> St., New Glarus, WI 53574

**AGENDA:**

1. Call to order
2. Roll Call
3. Confirmation of appropriate Board of Review and Open Meeting Notices
4. Select Chair for Board of Review
5. Select Vice Chair for Board of Review
6. Chair to verify that one member has met the mandatory training requirements
7. Chair to 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). [Ordinance 16-1(F)]
8. Review of new laws.
9. Adoption of policy regarding procedure for sworn telephone testimony and sworn written testimony [BOR Resolution 24-01]
10. Adoption of policy regarding procedure for waiver of Board of Review hearing requests [BOR Resolution 24-02]
11. Filing and summary of Annual Assessment Report (including the level of assessment) by Assessor
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:
  - a. Examine the roll
  - b. Correct description or calculation errors,
  - c. Add omitted property, and
  - d. Eliminate double assessed property
15. Discussion/Action – Certify all corrections of error under state law (sec. 70.43, Wis. States.).
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:
  - 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 circuit court
  - c. Requests to testify by telephone or submit sworn written statement
  - d. Subpoena requests
  - e. 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
  - a. Swearing in of objector/assessor prior to each hearing.
21. Setting future hearings as necessary
22. Adjournment Board of Review

Kelsey A Jenson, Village Clerk

POSTED: N.G. Village Hall – 5/24/24  
N.G. Post Office – 5/24/24  
Bank of New Glarus – 5/24/24



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Kelsey A Jenson, Clerk

UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AID AND SERVICES. IF A PERSON WITH A DISABILITY REQUIRES THAT THE MEETING MATERIALS BE IN AN ACCESSIBLE FORMAT, CALL THE NEW GLARUS VILLAGE CLERK'S OFFICE AT LEAST 48 HOURS IN ADVANCE TO REQUEST ADEQUATE ACCOMMODATIONS. TEL: 608-527-5973