



VILLAGE OF EDGAR

224 S. Third Avenue
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EST. 1898

Board of Review
Wednesday June 3, 2020
6:00 – 8:00 PM
Edgar Village Hall

Members: Lepak, Schueller, Butt, Schroeder-Schuett, Hall, Streit, and Werner

1. Call to Order – Roll Call
2. Agenda Approval
3. Confirmation of appropriate BOR and Open Meeting notices
4. Select a Chairperson for BOR
5. Select a BOR Vice-Chairperson
6. Verify that a member has met the mandatory training requirement
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. Adoption of policy regarding the procedures for sworn telephone testimony and sworn written testimony
10. Adoption of policy regarding the procedure of waiver of Board of Review hearing requests
11. Filing and summary of Annual Assessment Roll by clerk from Assessor
12. Receive the Assessment roll and sworn statements from the clerk
13. Review the Assessment Roll and Perform Statutory Duties:
 - a. Examine the roll
 - b. Correct description or calculation errors
 - c. Add omitted property
 - d. Eliminate double assessed property
14. Discussion/Action – certify all corrections or error under state law (Wi Stat 70.43)
15. Discuss/Action – Verify with the assessor that open book changes are included in the assessment roll
16. Allow taxpayers to examine assessment data
17. 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 BOR hearing waiver to allow the property owner and appeal directly to circuit court
 - c. Request to testify by telephone or submit sworn written statement
 - d. Subpoena requests
 - e. Act on any other legally allowed/required Board of Review matter
18. Review Notices of Intent to File Objection
19. Proceed to hear objections if any and if property notice/waivers given unless scheduled for another date
20. Consider/act on scheduling additional BOR date(s)
21. Adjournment

Terry Lepak
Village President

Jennifer Lopez
Village Administrator

The Edgar Municipal Building is accessible to the physically disadvantaged. If special accommodations for visually or hearing-impaired individuals are needed, please contact the Edgar Administrator-Clerk-Treasurer at 715-352-2891. Members of the Edgar Village Board may be in attendance.