

**VILLAGE OF ROSENDALE –Board of Review**  
**Monday, May 20, 2024 – Rosendale Municipal Building – 3:00 PM– 5:00 PM**

Kurt Caramanidis, Chair

Members: Larry Crook - Jeremy Giebel – Barb Hoch - Keegan Madigan - Tammy Pflum - Tricia Yeager

1. Call Board of Review to order
2. Roll Call
3. Confirmation of appropriate Board of Review and Open Meeting notices
4. Select a Chairperson for Board of Review
5. Select a Vice-Chairperson for 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. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony
10. Adoption of policy regarding the procedure for waiver of Board of Review hearing requests
11. Filing and 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. 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,  
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 requests, 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. Adjourn (to future date if necessary)

Agenda items may not be taken up in the order listed

PUBLIC NOTICE IS HEREBY GIVEN that it is possible that members of and possibly of quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; 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.

Also, 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 material at the meeting be in an accessible format, call Village Clerk’s Office at least 48 hours in advance to request adequate accommodations at 920-872-2740.