



VILLAGE OF TWIN LAKES

105 East Main Street PO Box 1024 Twin Lakes, Wisconsin 53181
Phone (262) 877-2858 Fax (262) 333-3286

BOARD OF REVIEW MEETING Thursday, October 31, 2024 – 12:00 p.m. Village Hall, 105 E. Main Street, Twin Lakes, WI

AGENDA

1. Call Board of Review to order
2. Roll Call: Members Tim Infusino, Lisa Wallerich, Phil Johnson, Harry Peters, Jeff Gross
3. Confirmation of appropriate BOR and Open Meetings notices
4. Selection of Chairperson
5. Verification that at least one member has met the mandatory training requirements
6. Verification the Village ordinance for Confidentiality of Income and Expense Information has been provided to the Assessor
7. Verification of policy regarding the Procedure for Sworn Telephone Testimony and Sworn Written Testimony
8. Verification of policy regarding the Procedure for Waiver of BOR Hearing Requests
9. Announcement that Notices of Assessments were mailed and Open Book session was held
10. Filing and Summary of Annual Assessment Report by Assessor's Office, Associated Appraisal
11. Receive Assessment Roll and Assessor's Affidavit
12. Review and examination of assessment roll – correct description or calculation errors, add omitted property, and eliminate double assessed property
13. Discussion/Action – Certify all corrections of error
14. Verify with Assessor that open book changes are included in the assessment roll
15. 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 the circuit court,
 - c. Requests to testify by telephone or submit a sworn written statement,
 - d. Subpoena requests, and
 - e. Act on any other legally allowed or required BOR matters.
16. Review Notices of Intent to File Objection

17. Objections to be heard
18. Deliberation and decision on objections
19. Schedule additional Board of Review meeting dates, if needed
20. Adjourn (to future date if necessary)

This meeting is taped for public record.

Objection Forms shall be filed within 48 hours of the Board of Review.

The Board shall be in session for 2 hours minimum unless meeting to adjourn when the roll is complete.

No official Board action will be taken; however, a quorum of the Village Board may be present.

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 VILLAGE OF TWIN LAKES CLERK'S OFFICE AT LEAST 48 HOURS IN ADVANCE TO REQUEST ADEQUATE ACCOMMODATIONS. TEL: 262-877-2858.