

**VILLAGE OF HORTONVILLE**  
**BOARD OF REVIEW**  
9:00 A.M., TUESDAY MAY 10, 2023  
COMMUNITY CENTER, 531 N. NASH ST., HORTONVILLE, WI

AGENDA

1. Call Board of Review to Order
2. Roll call
3. Confirmation of appropriate Board of Review and Open Meetings 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. Filing and summary of Annual Assessment Report by Assessor's office
10. Receipt of the Assessment Roll by the clerk from the Assessor
11. Receive the Assessment roll and sworn statements (Assessor's affidavit) from the clerk
12. 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
13. Discussion/Action – Certify all corrections of error under state law (Wis Stat. 70.43)
14. Discussion/Action – Verify with the Assessor that open book changes are included in the assessment roll
15. Allow taxpayers to examine assessment data
16. Consideration of:
  - a. Waivers of the required 48-hour notice of oral or written intent to file an objection when there is good cause.
  - b. Requests for waiver of the Board of Review 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, and
  - e. Act on any other legally allowed/required Board of Review matters.
17. Review Notices of Intent to File Objection
  18. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date
  19. Consider/act on scheduling additional Board of Review date(s)
  20. Adjourn (to future date if necessary)

“Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Village Administration Office at 779-6011 with as much advance notice as possible.”

Posted: May 4, 2023

Jane Booth, WCMC  
Village Clerk