

Town of Christiana
BOARD OF REVIEW
July 14, 2022
12:00 p.m. – 2:00 p.m.


Notice is hereby given that Board of Review for the Town of Christiana will occur on Thursday, July 14, 2022 at 12:00 p.m.(noon) at the Christiana Town Hall, 773 Koshkonong Road, Cambridge, WI 53523.

1. Call Board of Review to Order.
2. Attendance 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 Town has an ordinance for the confidentiality of income and expense information provided to the assessor under state law (sec. 70.47(7)(af).
8. Verify that the Town has an ordinance regarding the procedure for sworn telephone testimony and sworn written testimony.
9. Verify that the Town has an ordinance regarding the procedure for waiver of Board of Review hearing requests.
10. Review of new laws.
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
 - 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. Review Notices of Intent to File Objections, if any, and if proper notice/waivers given unless scheduled for another date.
19. Conduct hearings on objections to the 2022 property values.
20. Consider/Act on scheduling additional Board of Review Date(s).
21. Adjournment.

NOTES:

- 1) Any person who has a qualifying disability, as defined by the Americans with Disabilities Act, that requires the meeting or materials at the meeting to be in an accessible location or format must contact the Town Clerk-Treasurer at 608-423-3816 prior to the meeting so that any necessary arrangements can be made to accommodate each request.

This agenda was posted by my hand on the 12th day of July, 2022 at the
Christiana Town Hall and posted on the Town Website.



Carissa Lyle, Clerk-Treasurer