



Meeting: **Board of Review Meeting**
Place: Village Board Room
2456 Glendale Avenue
Date/Time: **May 19, 2021**
2:00pm - 4:00pm
Web Page: www.villageofhoward.com

BOARD OF REVIEW (BOR) MEMBERS

Village President	Burt R. McIntyre	Trustee Wards 9&10	Scott Beyer
Trustee Wards 1&2	Maria Lasecki	Trustee Wards 11&12	Ray Suennen
Trustee Wards 3&4	Chris Nielsen	Trustee Wards 13&14	Adam Lemorande
Trustee Wards 5&6	Cathy Hughes	Trustee Wards 15-17	Craig McCallister
Trustee Wards 7&8	John Muraski	Village Clerk	Christopher Haltom

STAFF MEMBERS

Administrator Paul Evert

Village Assessors Joe Denor & Mike Denor

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- 1. CALL TO ORDER**
 - 2. ROLL CALL**
 - 3. PLEDGE OF ALLEGIANCE**
 - 4. APPOINT CHAIRPERSON AND VICE-CHAIRPERSON**
 - 5. OATH OF OFFICE (by village clerk) – VILLAGE ASSESSOR**
 - 6. VERIFY THAT A MEMBER HAS MET THE MANDATORY TRAINING REQUIREMENTS OF S. 70.46 (4), WISCONSIN STATUTES – (C. Haltom performed an in-house Board of Review Training module provided by the state on April 19, 2021 and B. McIntyre completed same course on April 23, 2021)**
 - 7. CLERK TO RECEIVE ASSESMENT ROLL FROM THE ASSESSOR WITH SWORN STATEMENT**
 - 8. REVIEW THE ASSESSMENT ROLL AND PERFORM STATUTORY DUTIES (Examine roll, correct description or calculation errors, add omitted property and eliminate double assessments)**
 - 9. REVIEW, DISCUSS AND POSSIBLE ACTION ON TELEPHONIC TESTIMONY POLICY AND SWORN WRITTEN TESTIMONY BY THE BOARD (Policy has been no telephonic hearings. Received one request for telephonic hearing)**
 - 10. REVIEW OBJECTION FORMS AND HOLD HEARINGS FOR ALL OBJECTION FORMS FILED BEFORE DEADLINE OF 2pm MAY 17, 2021**
 - A. 2:05pm Woodman’s Food Market, Inc. parcel VH-2047 – Request for Waiver of Board of Review Hearing to allow owner to appeal directly to the circuit court**
 - B. 2:10pm Fox Communities Credit Union parcel VH-424-22, located at 2200 Velp Ave.**
 - C. 2:25pm Fox Communities Credit Union parcel VH-143, located at 2525 Lineville Rd.**
 - D. 2:40pm Dental Associates parcel VH-2049, located at 2340 Duck Creek Pkwy**
 - E. 3:00pm Wipfli Ullrich Bertelson LLP, parcel VH-1492, located at 469 Security Blvd.**

- 11. REMAIN IN SESSION AT LEAST UNTIL 4PM RECEIVING ANY LATE APPLICATIONS FOR HEARING REQUESTS DETERMINE IF 48 HOUR NOTICE OF INTENT TO FILE OBJECTION WHEN THERE IS GOOD CAUSE SHOULD BE INVOKED FOR LATE APPLICANTS**
- 12. ENSURE ALL APPEALS HAVE BEEN HEARD, DISCUSS, DELIBERATE AND TAKE ACTION ON EACH OF THE HEARINGS**
- 13. DETERMINE IF ANY CORRECTIONS ARE NEEDED FROM BOR REVIEW OF ASSESSMENT ROLL**
- 14. DETERMINE IF ADJOURNMENT TO A SECOND BOR MEETING IS REQUIRED TO GIVE MORE TIME FOR SCHEDULED OR UNSCHEDULED OBJECTIONS**
- 15. ADJOURNMENT (No earlier than 4pm)**

SWEARING IN WITNESSES AND ASSESSOR

(Request all witnesses and assessor to rise, raise their right hand to be sworn in)

Do you solemnly swear or affirm, in the matter now on hearing, to tell the truth, the whole truth and nothing but the truth, so help you God?