

Town of Manitowoc Rapids
BOARD OF REVIEW
Wednesday, July 31, 2024
5:00 p.m. – 7:00 p.m.
Town of Manitowoc Rapids Town Hall
8624 CTH JJ
Manitowoc, WI 54220

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 the 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 expenses information provided to the assessor under state law (sec. 70.47(7)(af)).
8. Verify the policy regarding the procedure for sworn telephone testimony and sworn written testimony.
9. Verify the policy regarding the procedure for waiver of Board of Review hearing requests.
10. Review new laws.
11. Filing and summary of Annual Assessment Report by Assessor's Office.
12. Receipt of Assessment Roll by Clerk from Assessor.
13. Receipt of the Assessment Roll and sworn statements from the Clerk.
14. Review the Assessment Roll and perform Statutory Duties:
 - a. Examine the roll,
 - b. Correct description or calculations errors,
 - c. Add omitted property, and
 - d. 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:
 - a. Waivers of the required 48-hour notice of intent to file an objection when there is good cause,
 - b. Request for waiver of the BOR hearing allowed the property owner an appeal directly to circuit court,
 - c. Request 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.
19. Review Notices of Intent to File Objection.
20. Proceed to hear objections, if any and if proper notice/waiver given unless scheduled for another date.
21. Consider/act on scheduling additional Board of Review Date(s).
22. Adjourn (to future date if necessary).

Prepared by: Jessica Backus
Town Clerk/Treasurer
Town of Manitowoc Rapids

Posted on July 10, 2024

It is possible that members of and possibly a 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 materials at the meeting be in an accessible format, call the Town of Manitowoc Rapids Clerk at 920-901-6559 at least 48 hours in advance to request adequate accommodations.