



**Village of River Hills**  
7650 N Pheasant Ln  
River Hills, WI 53217

Village Hall: 352-8213  
Public Works: 352-0080  
Police: 247-2302

**BOARD OF REVIEW**  
**Wednesday, July 24, 2024 @ 8:00 am**

1. Call Board of Review (BOR) to Order
2. Roll Call
3. Approval of minutes from May 29, 2024 meeting
4. Confirmation of Appropriate Board of Review and Open Meetings Notices
5. Verify that at least one BOR member has met the mandatory training requirements
6. Verify that the Village has an ordinance for the confidentiality of income and expense information provided to the Assessor under state law (Wis. Stat. § 70.47(7)(af))
7. Discussion Related to the Filing and Summary of the Annual Assessment Report by the Assessor
8. Receipt of the Assessment Roll by the Clerk from the Assessor
9. Receipt of Assessment Roll and Sworn Statements from the Clerk
10. Review the 2024 Assessment Roll and Perform Statutory Duties
  - a. Examine the roll,
  - b. Correct Description or Calculation Errors,
  - c. Add Omitted Property, and
  - d. Eliminate Double Assessed Property
11. Discussion and Action to Certify all Corrections of Error Under State Law – (Wis. Stat. § 70.43)
12. Discussion and Action Verifying with the Assessor that Open Book Changes are Included in the Assessment Roll
13. Allow Taxpayers to Examine Assessment Data
14. 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

*BOARD OF REVIEW – JULY 24, 2024*

e. Act on Any Other Legally Allowed/Required BOR Matters

15. Review Notices of Intent to File Objection

16. Proceed to hear objections, if any and if proper notice/waivers given, unless scheduled for another date

17. Consider/act on scheduling additional BOR date(s)

18. Adjourn to a Specific Date / Time or Adjourn Sine Die

Tammy LaBorde, Village Manager/Clerk/Treasurer  
July 18, 2024

*Any person who has a qualifying disability under the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible format must contact the Clerk/Treasurer, Tammy LaBorde, at (414) 352-8213 three business days prior to the meeting so that arrangements may be made to accommodate your request.*