

CITY OF PRAIRIE DU CHIEN

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Notice is hereby given according to State Statutes that the **BOARD OF REVIEW** of the City of Prairie du Chien will meet on **Tuesday, October 15, 2024 at 10:00 A.M.** in the Council Chambers of City Hall. *PROOF OF POSTING AFFIDAVIT:* This agenda was posted more than 24 hours prior to the start of this meeting at: City Hall, 214 E. Blackhawk Avenue and on the official website above. – Emailed/mailed to Members - News media as requested

MEETING NOTICE – BOARD OF REVIEW

Date: Tuesday, October 15, 2024

Time: 10:00 A.M.

Location: Council Chambers

AGENDA:

1. Call to order.
2. Roll Call.
3. Confirmation of appropriate Board of Review and Open Meetings notices.
4. Approval of the minutes from meetings July 30, 2020, May 13, 2021, June 7, 2022, June 7, 2023, September 19, 2023, and June 5, 2024.
5. Verify that at least one Board of Review member has met the mandatory training requirements.
6. Verify the City has an ordinance for the confidentiality of income and expense information provided to the assessor under state law (sec. 70.47(7)(af)). – Ordinance 2018-11 An Ordinance Relating to the Confidentiality of Information About Income and Expenses Requested by the Assessor in Property Assessment Matters in the City of Prairie du Chien, Crawford County, Wisconsin was passed on October 2, 2018.
7. Verify the City has a policy regarding the procedure for sworn telephone testimony or sworn written testimony. – Board of Review Policy on Procedure for Sworn Telephone or Sworn Written Testimony was adopted on September 27, 2018.
8. Verify the City has a policy regarding the procedure for waiver of Board of Review hearing requests. – Board of Review Policy on Procedure for Waiver of Board of Review Hearing Requests was adopted on September 27, 2018.
9. Review of new laws.
10. Receipt of the Assessment Roll by clerk from the Assessor. – Clerk-Treasurer received Assessment Roll from Assessor on October 1, 2024 following Open Book.
11. Receive the Assessment roll and sworn statements 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, and
 - D. Eliminate double assessed property.
13. Discussion/Action – Certify all corrections of error under state law (sec. 70.43, Wis. Stats.).
14. Allow taxpayers to examine assessment data.
15. 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 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. Subpeona requests, and
 - E. Act on any other legally allowed/required Board of Review matters.
16. Review Notices of Intent to File Objection.
17. Proceed to hear objections, if any and if proper notice/waivers given, unless scheduled for another date.

- A. 142 Steiner Terrace
- B. 136 N Steiner Terrace
- C. 228 S Beaumont Rd
- D. 2314 Stephanie Circle

- 18. Board of Review deliberations and roll call vote on each objection heard.
- 19. Provide Notice of Board of Review Determination form to objectors who are present and/or direct clerk to provide notices via certified mail.
- 20. Schedule future Board of Review meetings as needed.
- 21. Adjourn (to future date if necessary).

Tina Fuller

Tina Fuller, City Clerk-Treasurer

Note: The Board of Review shall stay in session until 12:00 P.M., at which time it will adjourn if its business is concluded.

Posted: 10/11/24