



**MEETING NOTICE – THE CITY OF MARINETTE BOARD OF REVIEW
MEETING AGENDA FOR TUESDAY JUNE 2nd, 2016 AT 08:45 AM IN
MARINETTE COMMON COUNCIL CHAMBERS AT MARINETTE CITY
HALL, 1905 HALL AVENUE, MARINETTE WISCONSIN**

08:45 AM City Clerk Calls meeting to order:

1. Roll call.
2. Election of City of CY 2016 City of Marinette Board of Review Chairperson and Vice- Chairperson.
3. Approval of Board of Review meeting minutes from August 19, 2015.
4. Confirmation by Chairperson of the Board of Review that at least one member is in compliance with the mandatory training requirements set forth in WI Statutes § 70.46(4) –Wis. statute below-

WI Statutes § 70.46(4) No board of review may be constituted unless it includes at least one voting member who, within 2 years of the board's first meeting, has attended a training session under s. 73.03 (55) and unless that member is the municipality's chief executive officer or that officer's designee. The municipal clerk shall provide an affidavit to the department of revenue stating whether the requirement under this subsection has been fulfilled. (Current Board of Review members that attended training on June 2, 2015 comply with this requirement. – see attached list)

5. Pursuant to Marinette Municipal Code § 2.0401(D), the City of Marinette enacted local municipal code that requires "Confidentiality of objector income and expenses" by the City's Assessor under state law (sec. 70.47(7)(af), Wis. Stats.) For informational purposes only.
6. Presentation, review & acceptance of the City of Marinette CY 2015 assessment roll which may include any or all of the following:
 - sworn statements from the City Assessor or Clerk,
 - examination of the roll, correct descriptions or calculation errors, add omitted property, and eliminate double assessed property,
 - certification of all corrections of error under state law (pursuant to Wis. Stat. § 70.43), and,
 - City Assessor confirmation that all open book changes are included in the assessment roll.

9:00 AM schedule of Board of Review hearings:

7. Objector Hearings will be scheduled between 09:00 AM and 11:00 AM on or until finished.
(Final schedule of objectors will be distributed prior to the meeting.)
 - *Clerk introduces and swears in each objector and/or their agent along with City Assessor and/or their agent prior (Associated Appraisals Representative) to each objection that is scheduled to appear before the Board of Review.*
 - *Provision of sworn testimony (presentation of evidence) by objector and City Assessor and/or their agents for each assessment objection scheduled.*
 - *Question and answer period for each objection scheduled.*
 - *Board of Review deliberation/determination for each objection scheduled. **

During the first two hours, the local Board of Review shall consider the following requests for possible granting:

- *requests for waiver of the required 48-hour notice of intent to file an objection when there is good cause,*
- *requests for waiver of the BOR hearing allowing the property owner an appeal directly to Circuit Court,*
- *requests to testify by telephone or submit sworn written statement,*
- *hear written objections, if notice was given by the BOR to the property owner and assessor at least 48 hours earlier, or if both waive the 48-hour notice requirement, and,*
- *create a new hearing schedule if approved appeal not heard at today's session.*

8. City Clerk distributes via certified mail the written notice of determination to each property owner that appeared before the Board of Review.
9. Adjournment.

Requests from individuals with disabilities who need special accommodations to participate in this meeting or hearing should be made to the City Clerk's Office at 1-715-732-5140 with as much advance notice prior to the meeting as possible.