

Village of Biron  
BOARD OF REVIEW  
May 15, 2024 1:00 p.m. to 3:00 p.m.  
Biron Municipal Center, 451 Kahoun Road, Wisconsin Rapids, WI

**Agenda**

- 1) Call to order
- 2) Roll Call
- 3) Select Chairperson
- 4) Select Vice-Chairperson
- 5) Verify that at least one member has 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
- 7) Filing and summary of Annual Assessment Report (including the level of assessment) by assessor
- 8) Receive the assessment roll and sworn statements from the clerk
- 9) Examine the roll; correct description or calculation errors; add omitted property; eliminate double assessed property
- 10) Certify all corrections of error under state law
- 11) Certify with the assessor that open book changes are included in the assessment roll
- 12) During the first two hours, grant:
  - 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 and appeal directly to circuit court
  - c) Requests to testify by telephone or submit sworn written statement
  - d) Subpoena request, and
  - e) Act on any other legally allowed or require BOR matters
- 13) 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
- 14) Create a new hearing schedule for written objections filed but not heard
- 15) Adjourn – to future date if necessary

Kayla Lumaye  
Interim Clerk, Village of Biron

It is possible that members of and possibly a quorum 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 other 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 Biron Clerk's office at least 48 hours in advance to request adequate accommodations. Phone 715-423-6584

