



Mineral Point, Wisconsin

City of Mineral Point

137 HIGH STREET, SUITE 1  
MINERAL POINT, WI 53565  
608-987-2361

**Board of Review Meeting**  
**Thursday, May 27, 2021 @ 4:00 PM**  
**City Hall Community Room or Virtually (see instructions below)**  
**AGENDA**

1. Roll Call by Clerk
2. Election of Chair/Vice Chair
3. Call to Order/Approval of Agenda
4. Announcements
  - a. Purpose and Rules for Board of Review
    - i. Quasi-Judicial review of assessed valuation of property within the City of Mineral Point; proceedings are recorded
    - ii. Presentation of sworn testimony by complainant and Assessor
    - iii. Determination by Board of Review members
    - iv. Confirmation of certified member training
    - v. Appeal options
  - b. Confirmation of Posting of Public Notice for Open Book and Board of Review
    - i. 2021 Assessment Roll available for public review since April 22, 2021; notification was posted at City Hall, on the City website, at Farmer's Savings Bank, and the Mineral Point Post Office since April 21, 2021
    - ii. Open Book was held May 6, 2021 from 4:00 PM until 6:00 PM; Notice published April 29, 2021
    - iii. Board of Review Notice (long) published May 6, 2021
    - iv. Confirmation that Instructional Material About the Assessment and Board of Review Procedures was Available During Open Book for Information on how to file an objection and the Board of Review Procedures under Wisconsin Law
5. Confirmation that the City of Mineral Point Adopted a Policy to Protect the Confidentiality of Records Supporting the Income Method of Valuation with Ordinance 792 Adopted 12/10/2018.
6. Discussion with Possible Action that the Board of Review may Adopt a Procedure for Waiver of Board of Review Hearing Requests and a Procedure for Sworn Telephone or Sworn Written Testimony Requests
7. Receive the Assessment Roll and Sworn Statements from the Clerk
8. Examine the Roll, Correct Description and Calculation Errors, add Omitted Property, and Eliminate Double- Assessed Property
9. Certify all Corrections of Error Under State Law (sec. 70.43, Wisconsin Statutes)
10. Verify with the Assessor that Open Book Changes are Included in the Assessment Roll
11. Review Assessment and Board of Review Law Updates for 2021
12. Swear in Complainant and Assessor
13. Hear Testimony in the Order Complaints were Received (see attached)
14. Determination
15. Confirmation that Determination Notice(s) Will be Sent to Complainants by Return Receipt Mail
16. Adjourn

**Join Zoom Meeting**

<https://us04web.zoom.us/j/72956213303?pwd=RTh3aU1iNmZIT1RvRzFUYkNnb0xkUT09>

Meeting ID: 729 5621 3303

Passcode: 176643

**Dial by your location**

+1 312 626 6799 US (Chicago)

Date: Friday, May 14, 2021

Posted: City Hall, City Website

Published: The Democrat Tribune on May 20, 2021

John Wright, Deputy Clerk-Treasurer

Any person who has a qualifying disability, as defined by the American with Disabilities Act, that requires the meeting or material at the meeting to be in accessible location or format, must contact the City Clerk @ 137 High Street or call 608-987-2361, prior to the meeting so that any necessary arrangements can be made to accommodate each request