



City of Ladysmith

120 Miner Ave. West, P. O. Box 431, Ladysmith, WI 54848

Fax 715-532-2620

Website www.cityofladysmithwi.com

Mayor	715-532-2656	Deputy Clerk /Treasurer	715-532-2651	City/County Library	715-532-2604
Administrator	715-532-2653	Director of Public Works	715-532-2603	Police Department	715-532-2186
Clerk	715-532-0564	Bldg. Inspector	715-532-2603	Municipal Court Clerk	715-532-2613
Treasurer	715-532-2655	Asst. Director Public Works	715-532-2654		

BOARD OF REVIEW AGENDA

Thursday, May 2, 2024 10:00 AM to 12:00 PM

Ladysmith City Hall – 120 Miner Ave W – Ladysmith, WI 54848

Invitations to: Mayor, Clerk, Board of Review Members (Hoover, Hraban, Lovely) Substitute Member (Weiss), DPW, Assessor, media.

1. Call Board of Review to order.
2. Roll Call.
3. Confirmation of appropriate Board of Review and Open Meetings notices.
4. Select a Chairperson for Board of Review.
5. Select a Vice-Chairperson for Board of Review.
6. Verify that a member has met the mandatory training requirements.
7. Receipt of the Assessment Roll by clerk from the Assessor.
8. Receive the Assessment roll and sworn statements from the clerk.
9. Review the Assessment Roll and Perform Statutory Duties:
 - a. Examine the roll
 - b. Correct description or calculation errors
 - c. Add omitted property
 - d. Eliminate double assessed property
10. Discussion/Action – Certify all corrections of error under state law (Sec 70.43, Wis. Stats).
11. Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll.
12. Allow taxpayers to examine assessment data.
13. 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 circuit court.
 - c. Requests to testify by telephone or submit sworn written statement
 - d. Subpoena requests
 - e. Act on any other legally allowed/required Board of Review matters
14. Review Notices of Intent to File Objection.
15. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date.
16. Consider/act on scheduling additional Board of Review Date(s).
17. Adjourn (to future date if necessary).

Sara Nelson, City Clerk Posted on 4.12.24

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