

***City of Fox Lake***  
***Board of Review***  
**Wednesday, June 5, 2024**  
**12:00 p.m. to 2:00 p.m.**  
**Council Chambers**

- Board of Review called to order.
- Roll call.
- Confirmation of appropriate Board of Review and Open Meetings notices.
- Motion/election of a chairperson for the Board.
- Motion/election of vice-chairperson for the Board.
- Clerk verifies that a board member has met the mandatory training requirements specified in section 70.46 §.
- Motion to allow/not allow Board of Review testimony by telephone.
- Clerk swears in the assessor prior to any testimony before the Board of Review.
- The Board receives the assessment roll and sworn statements from the clerk.
- The Board examines the roll, corrects description or calculation errors, add omitted property and eliminate double assessed property.
- Discuss/action – verify with the assessor that open book changes are included in the assessment roll.
- Allow taxpayers to examine assessment date.
- The Board will make a motion to grant waivers of the required 48 hour notice of intent to file an objection during the first two hours for good cause.
- The Board will hear written objections to property valuations.
  - a. The clerk will swear in all persons testifying for the Board.
  - b. The Board will hear all objections on the total valuation of the parcel.
  - c. The assessor will state his findings on the assessment value of the property.
  - d. The Board will deliberate, then motion, second and take a roll call vote on whether to raise, lower or sustain the valuation of the property.
- Prior to final adjournment, the Board will instruct the clerk to notify each objector, by personal delivery or mail (return receipt required) of the assessment, as determined by the Board, and an explanation of appeal rights and procedures.
- Motion to adjourn 2024 Board of Review.

Posted June 3, 2024

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 City of Fox Lake clerk's office, at least 48 hours in advance to request adequate accommodations, 920-928-2280.