



**BOARD OF REVIEW AGENDA**

May 09, 2023; 5-7 p.m.

1. Call Board of Review to order.
2. Roll Call.
3. Confirmation of appropriate BOR and Open Meetings notices.
4. Select Chairman for BOR
5. Select BOR Vice-Chairman.
6. Verify at least one BOR member has met the mandatory training requirements.
7. Verify Ordinance 2022-1; confidentiality of income and expense information provided to the Assessor under WI state law.
8. Verify policy regarding the procedure for sworn telephone and written testimony.
9. Review and/or adopt policy regarding the procedure for waiver of BOR hearing requests.
10. Receipt of the assessment roll by the Clerk from the Assessor.
11. Receive assessment roll and sworn statements from clerk.
12. Review the Assessment Roll and perform statutory duties:
  - Examine the roll,
  - Correct description or calculation errors,
  - Add omitted property, and
  - Eliminate double assessed property.
13. Discussion/Action-Certify all corrections of error under state law (Wis Stat. §70.43).
14. Discussion/Action- verify with the Assessor that open book changes are included in the assessment roll.
15. Allow taxpayers to examine assessment data.
16. During the first two hours, consideration of:
  - Waivers of the required 48-hour notice of intent to file and objection when there is good cause.
  - Requests for waiver of the BOR hearing allowing the property owner an appeal directly to the circuit court,
  - Requests to testify by telephone or submit a sworn written statement,
  - Subpoena request, and
  - Act on any other legally allowed or required BOR matters.
17. Review Notices of Intent to File Objections.
18. Proceed to hear objections, if any and if proper notice/waiver given, unless scheduled for another date.
19. Consider/act on scheduling additional BOR Date(s).
20. Adjourn (to future date if necessary).

Jill Murphy, Town Clerk  
Posted May 5, 2023