

**AGENDA
2024 BOARD OF REVIEW**

May 7, 2024

9:00 a.m. – 11:00am

Pleasant Valley Town Hall

- 1. Call to order (Town Chair)**
- 2. Roll call (Town Chair)**
- 3. Public Notice's compliance – Clerk (1 posting location and webpage)**
- 4. Appoint the Clerk**
- 5. Selection of Chairperson**
- 6. Selection of Deputy Chairperson**
- 7. Certification of training compliance – Clerk**
Training dates; Clerk Jen Meyer and Supervisor Dan Green received certification on 3-2-2024. DOR filing date 3-5-2024
- 8. Verification the Town has an Ordinance for the Confidentiality of Income and Expense information provided to the Assessor under state law.**
- 9. Verification of policies for Sworn telephone testimony and sworn written testimony AND for the procedure for waiver of BOR hearing requests.**
- 10. Filing and summary of Annual Assessment Report by Assessors office**
- 11. Receipt of Assessment Roll by Clerk from the Assessor – Assessors Affidavit**
- 12. Receive the Assessment Roll and any sworn statements from the Clerk.**
- 13. 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 properties**
- 14. Discussion/Action – Certify all corrections of error under state law (sec. 70.43, Wis Stats**
- 15. Discussion /Action – Verify with the assessor that open book changes are included in the assessment roll.**
- 16. Allow any present taxpayers to examine assessment data.**
- 17. During 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 to appeal directly to circuit court**
 - c. Subpoena requests**
 - d. Act on any other legally allowed/required Board of Review matters**
- 18. Review Notice of Intent to File Objection**
- 19. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date**
- 20. Consider/act on scheduling additional Board of Review Date(s).**
- 21. Adjourn (to future date if necessary)**