

**Town of Pleasant Valley
Eau Claire County, Wisconsin
2024 BOARD OF REVIEW**

May 7, 2024

9:00 a.m. – 11:00am

Pleasant Valley Town Hall

- 1. Call to order by Dan Hanson at 9am.**
- 2. Roll call – Dan Hanson, Dan Green, Doug Nelson, Jen Meyer, Alyssa Schultz**
- 3. Public Notice’s compliance – Clerk confirmed 1 posting location and webpage**
- 4. Appoint the Clerk (Motion Hanson/Nelson) to appoint Jen Meyer 4-0**
- 5. Selection of Chairperson (Motion Green/Nelson) to appoint Dan Hanson 4-0**
- 6. Selection of Dep. Chairperson (Motion Nelson/Hanson) to appoint Dan Green 4-0**
- 7. Certification of training compliance – Clerk confirmed
Dan Green 3-2-2024 – Filing date DOR 3-5-2024
Jen Meyer 3-2-2024 – Filing Date DOR 3-5-2024**
- 8. Jen Meyer confirmed the Town has an Ordinance for the Confidentiality of Income and Expense information provided to the Assessor under state law.**
- 9. Jen Meyer confirmed the Town has 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
Assessor Alyssa Schultz presented the annual report to the board. The assessed value without manufacturing in 2024 totals \$546,818,400**
- 11. Receipt of Assessment Roll by Clerk from the Assessor – Assessors Affidavit - complete**
- 12. Receive the Assessment Roll and any sworn statements from the Clerk - complete**
- 13. Review the Assessment Roll and Perform Statutory Duties:
 - a. Examine the Roll - complete**
 - b. Correct description or calculation errors – complete**
 - c. Add omitted property - complete**
 - d. Eliminate double assessed properties - complete****
- 14. Discussion/Action – Certify all corrections of error under state law (sec. 70.43, Wis Stats. No corrections of error per assessor.**
- 15. Discussion /Action – Verify with the assessor that open book changes are included in the assessment roll. Confirmed by Alyssa Schultz there were not any adjustments.**
- 16. Allow any present taxpayers to examine assessment data. None present**
- 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. – none received**
 - b. Requests for waiver of the BOR hearing allowing the property owner to appeal directly to circuit court – none received.**
 - c. Subpoena requests – none received.**
 - d. Act on any other legally allowed/required Board of Review matters - none****
- 18. Review Notice of Intent to File Objection - none received per clerk**
- 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). – no additional dates required.**
- 21. Adjourn – 11:00am**

**Jennifer Meyer
Clerk/Treasurer
Town of Pleasant Valley**