

**AGENDA
2026 BOARD OF REVIEW**

**May 11, 2026- 6:45 pm
Pleasant Valley Town Hall**

1. Call to order (Town Chair)
2. Roll call (Town Chair)
3. Public Notices compliance – Clerk (1 posting location and webpage)
4. Appoint the Clerk
5. Selection of Chair
6. Selection of Deputy Chair
7. Certification of training compliance – Clerk
Training dates: Clerk Jen Meyer, Town Chair Doug Nelson, Supervisors Scot Iverson and Megan Bechel received certification on 3-7-2026.
DOR filing date: 4-14-2026
8. Verify that the Town has an Ordinance for the Confidentiality of Income and Expense information provided to the Assessor under state law.
9. Verify policies for Sworn telephone testimony and sworn written testimony, AND for the procedure for waiving BOR hearing requests.
10. **ADJOURN TO A FUTURE DATE (August 13, 2026) AS THE ASSESSMENT ROLL IS NOT COMPLETE (May 11, 2026)**

August 13, 2026- 6:45 pm

11. Call to order (Town Chair)
12. Roll call (Town Chair)
13. Public Notices compliance – Clerk (1 posting location and webpage)

September 30, 2026- 9 am

14. Call to order (Town Chair)
15. Roll call (Town Chair)
16. Public Notices compliance – Clerk (1 posting location and webpage)
17. Summary of Annual Assessment Report by Assessors' Office
18. Receipt of Assessment Roll by Clerk from the Assessor – Assessor's Affidavit
19. Receive the Assessment Roll and any sworn statements from the Clerk.
20. 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
21. Discussion/Action – Certify all corrections of error under state law (sec. 70.43, Wis Stats)
22. Discussion /Action—Verify with the assessor that open-book changes are included in the assessment roll.
23. Allow any present taxpayers to examine assessment data.
24. 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.

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- b. Requests for waiver of the BOR hearing, allowing the property owner to appeal directly to the circuit court
 - c. Subpoena requests
 - d. Act on any other legally allowed/required Board of Review matters
- 25. Review Notice of Intent to File Objection
 - 26. Proceed to hear objections, if any, and if proper notice/waivers are given, unless scheduled for another date
 - 27. Consider/act on scheduling additional Board of Review Date(s).
 - 28. Adjourn (to future date if necessary)

Jennifer Meyer
Clerk/Treasurer
Town of Pleasant Valley

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