Town of Rutland
2025 BOARD OF REVIEW
August 13, 2025 - 5:00 p.m.

Agenda:

1. **Call 2025 Board of Review to order.**
2. **Roll Call.**
3. **Confirmation of posting appropriate BOR and Open Meeting Notices.**
4. **Confirmation that at least one person has met the mandatory training requirements and that the prescribed form has been filed with the DOR.**
5. **Select Chairperson and Vice Chairperson.**
6. **Verify that the Town has an ordinance for the confidentiality of income and expense information provided to the Assessor under state law (Wis. Stat. 6.70.47(7) (af). (Ordinance 2010-08-01).**
7. **Review of new laws.**
8. **Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony.**
9. **Adoption of policy regarding the procedure for waiver of BOR hearing requests.**
10. **Filing and summary of Annual Assessment Report by Assessor's Office.**
11. **Receipt of the assessment roll by the Clerk from the Assessor.**
12. **Receive the Assessment Roll and perform statutory duties:**

    a. Examine the roll.
    b. Correct description or calculation errors.
    c. Add omitted property, and
    d. 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 ae included in the assessment roll.**
15. **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.
    b. Request for waiver of the BOR hearing allowing the property owner an appeal directly to the circuit court.
    c. Requests to testify by telephone or submit a sworn written statement.
    d. Subpoena requests, and
    e. Act on any other legally allowed or required BOR matters.

16. **Review Notices of Intent to File Objection.**
17. **Proceed to hear objections, if any and if proper notice/waivers given, unless scheduled for another date.**
18. **Consider/act on scheduling additional BOR Date(s).**
19. **Adjournment. Date and time must be set and notice posted on the Town Hall door if the adjournment is not final.**