



TOWN OF DOVER

4110 South Beaumont Avenue Kansasville, WI 53139

Phone (262) 878-2200 Fax 262-878-2595

Web Site: www.townofdoverwi.com

BOARD OF REVIEW AGENDA

MONDAY, MAY 20, 2024 5:00 pm

4110 South Beaumont Avenue (Dover Town Hall)

Kansasville, WI Racine County

1. Call Board of Review (BOR) to order & Meeting Recording Announcement.
2. Roll Call
3. Confirmation of appropriate BOR and Open Meetings notices.
4. Election of the BOR Chairperson.
5. Election of the BOR Vice-Chairperson.
6. Verification that at least one BOR member has met the annual mandatory training requirements.
7. Verify that the Town has an ordinance for the confidentiality of income and expense information provided to the Assessor under state law (Wis. Stat. §70.47(7)(af)).
8. Review of new laws.
9. Adoption of amendment to policy regarding the procedure for sworn telephone testimony and sworn written testimony.
10. Adoption of policy regarding the procedure for waiver of BOR hearing requests.
11. Receipt of the Assessment Roll by the Clerk from the Assessor.
12. Receive the Assessment Roll and 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, and
 - d. eliminate double assessed property.
14. Discussion/Action- Certify all corrections of error under state law (Wis. Stat. §70.43).
15. Discussion/Action- Verify with Assessor that open book changes are included in the assessment roll.
16. Allow taxpayers to examine assessment data.
17. 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. Requests 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.
18. Review Notices of Intent to File Objection.

- 19. Proceed to hear objections, if any and if proper notice/waivers given, unless scheduled for another date.
 - a. No Objections were Received/Filed.****
- 20. Consider/act on scheduling additional BOR Date(s).**
- 21. Signature of Statement of Affidavit from Magnan Assessment, Cal Magnan**
- 22. Adjourn (to future date if necessary).**
- 23. Motion to Enter into Closed Session under Wisconsin State Statute 19.85(1) (c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and under Wisconsin State Statute 19.85(1) (e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and Wisconsin State Statute 19.85(1) (g) concerning legal advice related to litigation. Estimated time of closed session will be approximately a half hour.**
- 24. Motion to Enter into Open Session**
- 25. All Business of Closed Session**
- 26. Adjournment**

Dated this 17th day of May 2024
Camille Gerou Clerk/Treasurer

**If you have accessibility needs or need information interpreted for you,
please call the Town Office at (262)878-2200 at least 24 hours prior to the meeting.**