Chairman
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Clerk/Treasurer
Sheryl J Ward
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Deputy Clerk/Treasurer
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BOARD OF REVIEW AGENDA

Town Of Phelps, Vilas County, WI

Thursday October 29, 2026, 6:00 pm to 8:00 pm

Phelps Community Center, White Pine Room, 4495 Town Hall Rd., Phelps WI 54554

(Discussion And Possible Action on All Agenda Items)

1. **Call To Order**
2. **Roll Call**
3. **Pledge Of Allegiance**
4. **Confirmation Of Appropriate Board of Review and Open Meeting Notices –** The Combined Open Book and Board of Review notice was published on the Town Website, posted at the Phelps Post Office, Phelps Convenience Center, and on the Phelps Community Center Bulletin Board as a Class I Notice on September 9, 2026 (Revaluation Year - At Least 30 Days Before This Date as Pursuant to Wis. Stats 70.47(2))
5. **Select A Chairperson for The Board of Review**
6. **Select A Vice-Chairperson for The Board of Review**
7. **Verify That a Member Has Met the Mandatory Training Requirements for The Board of Review Pursuant to Sec. 70.46(4):**
   Sheryl J Ward, Jeremy Ryan, and Steve Waier on 02.13.2026. Affidavit filed by Clerk 03.18.2026.
8. **Verify That the Town Has an Ordinance for The Confidentiality of Income and Expense Information Under State Law Sec. 70.47(7) (Af).**
9. **Receipt Of the Assessment Roll and Sworn Statements from The Clerk**
10. **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**
11. **Discussion/Action – Certify All Corrections of Error Under State Law (Wis. Stat. 70.43)**
12. **Verify With the Assessor That Open Book Changes Are Included in The Assessment Roll**
13. **Allow Taxpayers to Examine Assessment Data**
14. **During The First 2 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. Act On Any Other Legally Allowed/Required Board of Review Matters**

15. **Review Any Notices of Intent to File Objection and Proceed to Hear Objections Under Oath from All Persons Who Appear Before It**
16. **Act On Finding of Fact, Determinations, and Decision**
17. **Consider/Act on Scheduling Additional Board of Review Date(s) If Necessary**
18. **Meeting Adjournment (To Further Date If Necessary).**

Sheryl J Ward

Sheryl J Ward, Clerk/Treasurer

This agenda was posted on Monday, October 26, 2026, at the Phelps Community Center, Phelps Post Office, and Phelps Convenience Center; published on the Town website; and emailed to the Vilas County News-Review.