TOWN OF SCHLEY BOARD OF REVIEW MEETING AGENDA

MONDAY, MAY 20, 2024 – 6:00 P.M. - 8:00 P.M.
SCHLEY TOWN HALL – W1696 CTY RD C, MERRILL, WI

1. Call Board of Review (BOR) to Order
2. Roll Call
3. Confirmation of appropriate BOR and Open Meetings notices.
4. Select BOR chairperson and vice chairperson
5. Verify that at least one BOR member has met the mandatory training requirements.
6. Verify that the Town has an ordinance for the confidentiality of income and expense information provide to the Assessor under state law (Wis. Stat. §70.47(7)(af)).
7. Review of new laws.
8. Adoption of amendment 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 (including level of assessment) by Assessor.
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:
    - Examine the roll
    - Correct description or calculation errors
    - Add omitted property
    - Eliminate double assessed property
14. Discussion/Action – Certify all corrections of error under State law (Wis. Stat. 70.43)
15. Discussion/Action – Verify with the Assessor that open book changes are included in the assessment roll.
16. Allow taxpayers to examine assessment data.
17. During the first 2 hours, consideration of:
    - Waivers of the required 48-hour notice of intent too file an objection when there is good cause
    - Requests for waiver of the BOR hearing allowing the property owner an appeal directly to the circuit court
    - Requests to testify by telephone or submit a sworn written statement
    - Subpoena requests
    - Act on any other legally allowed or required BOR matters
18. Review Notices of Intent to File Objection (if any)
19. Proceed to hear objections, if any and if proper notice/waivers given, unless scheduled for another date.
20. Consider/act on scheduled additional BOR date(s).
21. Adjourn (to future date if necessary).

Becky Dallman
Town of Schley Clerk
Posted May 13, 2024: Town website, Schley Town Hall, Z's Fork Horners

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PLEASE NOTE:

- ✓ It is possible that action will be taken on any of the items on the agenda and that the agenda may be discussed in any order. It is also possible that members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.
- ✓ Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Town Clerk Becky Dallman at 715-571-1262.