TOWN OF STAR PRAIRIE, WIS.
BOARD OF REVIEW AGENDA
TUESDAY, MAY 14, 2024 – 1:00 P.M.
STAR PRAIRIE TOWN HALL
2118 COOK DRIVE, SOMERSET, WISCONSIN

Agenda

1. Call Board of Review (BOR) to order & Meeting Recording Announcement
2. Roll Call - Confirmation of appropriate BOR and Open Meetings notices
3. Select a Chairperson for BOR
4. Select a BOR 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 provided to the Assessor under state law (Wis. Stat. § 70.47(7)(af))
7. Filing and summary of Annual Assessment Report (including the level of assessment) by Assessor
8. Receipt of the assessment roll by the Clerk from the Assessor
9. Receive 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
    d. Eliminate double assessed property
11. Discussion/Action – Certify all corrections of error under state law (Wis. Stat. § 70.43)
12. Discussion/Action – 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 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
    e. Act on any other legally allowed or required BOR matters
15. Review Notices of Intent to File Objection
16. Proceed to hear objections, if any, and if proper notice/waivers given, unless scheduled for another date
17. Consider/act on scheduling additional BOR Date(s)
18. Adjourn.

Andrea Neumann, Clerk/Treasurer

Town of Star Prairie