

TOWN OF STUBBS, RUSK COUNTY, WI
BOARD OF REVIEW

Tuesday, May 27, 2025, 6:00 – 8:00 p.m.

AGENDA

1. Call Board of Review of Review (BOR) to order and Meeting Recording Announcement
2. Pledge of Allegiance
3. Roll Call – Confirmation of appropriate BOR and Open Meetings notices.
4. Select a Chairperson for Board of Review
5. Select Vice-Chairperson for Board of Review
6. Verify that a member has met the mandatory training requirements
7. Verify that the Town has an ordinance for confidentiality of income and expense information provided to the assessor under State Law (sec. 70.47 (7)(af))
8. Review of new laws
9. Adoption of any amendment to policy regarding procedure for sworn telephone testimony & sworn written testimony
10. Adoption of policy regarding the procedure for waiver of Board of Review hearing requests
11. Review the Assessor's level of assessment (Annual Assessment Report or similar document)
12. Receipt of the Assessment Roll by clerk from the Assessor.
13. Receive the Assessment roll and sworn statement from the clerk.
14. Receive 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
15. Discussion/Action – Certify all corrections of error under state law (sec. 70.43, Wis Stats)
16. Discussion/Action – Verify with the Assessor that open book changes are included in the assessment roll
17. Allow taxpayers to examine assessment data.
18. 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 BOR hearing allowing the property owner an appeal directly to circuit court
 - c. Requests to testify by telephone or submit sworn statement
 - d. Subpoena requests, and
 - e. Act on any other legally allowed/required BOR matters
19. Review Notices of Intent to File Objection
20. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date
21. Consider/act on scheduling additional Board of Review dates
22. Adjourn (to future date if necessary)

Caroline VanDerLoop, Town Clerk, Town of Stubbs

Posted on May 26, 2025

NOTICE

UPON RESONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. IF A PERSON WITH A DISABILITY REQUIRES THAT THE MEETING BE ACCESSIBLE OR THOSE MATERIALS AT THE MEETING BE IN AN ACCESSIBLE FORMAT, CALL THE STUBBS CLERK'S OFFICE IN ADVANCE TO REQUEST ADEQUATE ACCOMMODATIONS.
TEL: 715-864-0560