

Town of Namakagon
BOARD OF REVIEW
Thursday, May 27, 2021
5pm to 7pm
Namakagon Town Hall, 23845 County Hwy M, Cable, WI 54821

Agenda:

1. Call Board of Review (BOR) to order.
2. Roll Call.
3. Confirmation of appropriate BOR and Open Meetings notices.
4. Select a Chairman for BOR.
5. Select a BOR Vice-Chairman.
6. Verify that a member has met the 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 (Sec. 70.47(7)(af)).
8. Review of new laws.
9. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony.
10. Adoption of policy regarding the procedure for waiver of Board of Review hearing requests.
11. Filing and summary of Annual Assessment Report by Assessor's office.
12. Receipt of the Assessment Roll by clerk from the Assessor.
13. Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll.
14. Receive the Assessor's Affidavit.
15. 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
16. Discussion/Action – Certify all corrections of error under state law (Wis. Stats. 70.43).
17. Allow taxpayers to examine the 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 BOR hearing waiver to allow the property owner an appeal directly to circuit court.
 - c. Requests to testify by telephone or submit sworn written statement.
 - d. Subpoena requests, and
 - e. Act on any other legally allowed/required Board of Review 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 BOR date(s).
22. Adjourn (to future date if necessary).

Laura Bjork, Town of Namakagon Clerk