

TOWN OF PORTERFIELD
BOARD OF REVIEW AGENDA
MONDAY, August 14, 2023, at 6:00 P.M.

- 1) Call to Order Board of Review
- 2) Roll Call – Board Introduced
- 3) Confirmation of appropriate Board of Review and Open Meetings notices
- 4) Select Chairperson and Vice Chairperson for the Board of Review
- 5) Verify that at least one member has met the mandatory training requirements (Audrey, Amy, and Don)
- 6) 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))
- 7) Review any new laws
- 8) Review the Assessment Roll, correct description or calculation errors, add omitted properties, and eliminate double assessed properties.
- 9) Discuss/Action to certify all corrections of error under state law (sec. 70.43, Wis. Stats.)
- 10) Discuss/Action to verify with the assessor that open book changes are included in the assessment roll
- 11) Allow taxpayers to examine assessment data
- 12) During the first two hours consideration of waivers of the required 48 hours of intent to file when there is good cause, requests for waiver of the BOR hearing allowing property owner to appeal directly to circuit court, requests to testify by telephone or submit sworn written statement, subpoena requests, and act on any other legally allowed/required Board of Review matters
- 13) Review notices of intent to File Objection
- 14) Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date
- 15) Consider/act on scheduling additional Board of Review date(s)
- 16) Adjourn (to future date if necessary)