

OFFICE OF THE CLERK  
**TOWN OF TREMPPEALEAU**  
TREMPEALEAU COUNTY, WISCONSIN

---

**AGENDA**  
**May 24, 2019**  
**6:00 p.m.**

1. Call Board of Review to order.
2. Certification of Open Meeting Law Requirements.
3. Pledge of Allegiance.
4. Select a chairperson for Board of Review.
5. Select a vice-chairperson for Board of Review.
6. Verify that a member has met the mandatory training requirements.
7. Verify that the Town has proper Ordinance and Policies in place.
  - a. Ordinance for the Confidentiality of Income and Expense Information provided to the Assessor under state law;
  - b. Policy regarding the Procedure for Sworn Telephone Testimony and Sworn Written Testimony
  - c. Policy regarding the Procedure for Waiver of Board of Review hearing requests.
8. Review New Laws.
9. Clerk receipt of Assessor sworn statement and Assessment Roll from Assessor.
10. Board receipt of Assessor sworn statement and Assessment Roll from Clerk.
11. Review the Assessment Roll.
  - a. Correct description or calculation errors,
  - b. Add omitted property, and
  - c. Eliminate double assessed property.
12. Discussion/action
  - a. Certify all corrections of error under state law (sec. 70.43 Wis. Stats.).
  - b. Verify with the assessor that open book changes are included in the assessment roll.
13. Allow taxpayers to examine assessment data.
14. 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 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.
15. Review Notice of Intent to File Objection.
16. Proceed to hear objections, if any.
  - a. Hear cases for Property Assessment forms filed with Clerk.
  - b. Consider cases for Property Assessment Objection forms filed at the Board of Review (waive 48 hour notice)
17. Consider/act on scheduling additional Board of Review date(s), if needed.
18. Adjourn.

---

Sonja A. Byrne, Clerk/Treasurer

Posted: May 23, 2019 – 3:00 p.m.