

Town of Prairie du Sac **BOARD OF REVIEW**
Thursday May 25, 2023 3:00 P.M. – 5:00 P.M.
Town of Prairie du Sac Town Hall
S9903 US Highway 12, Prairie du Sac, WI 53578

Agenda:

1. Call Board of Review to Order
2. Roll Call
3. Confirmation of appropriate Board of Review and Open Meeting Notices
4. Select a Chairperson for the Board of Review
5. Select a Vice-Chairperson for the Board of Review
6. Verify that at least one BOR member has met the annual 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 (Wis. Stat. sec 70.47 (7)(af))
8. Review of new laws
9. Adoption of amendment to policy regarding the procedure for sworn telephone testimony and sworn written testimony.
10. Adoption of policy regarding the procedure for waiver of BOR 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. Receive the Assessment roll and sworn statements from the clerk
14. 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
15. Discussion/Action – Certify all correction 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. Taxpayers to examine assessment roll
18. Consideration of:
 - a. Waivers of the required 48-hour notice of intent to file an objection when there is a good cause
 - b. Request for waiver of the BOR hearing allowing the property owner an appeal directly to circuit court
 - c. Request to testify by telephone or submit sworn written statement
 - d. Subpoena requests
 - e. Other Board of Review matters legally allowed/required
17. Review Notices of Intent to File Objection
18. Proceed to hear objection, if any and if proper notice/waivers given unless scheduled for another date
19. Consider/act on scheduling additional Board of Review Dates
20. Adjourn

Any person who requires the meeting or materials at the meeting to be in an accessible location or format must contact the Town Clerk at (608) 544-2406 at least 48 hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request