

TOWN OF PRAIRIE DU SAC BOARD OF REVIEW

Thursday May 21, 2025 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 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. Verify that the Town has a policy regarding the procedure for sworn telephone testimony and sworn written testimony.
10. Verify that the Town has policy regarding the procedure for waiver of BOR hearing requests.
11. Receipt of the Assessment Roll by Clerk from the Assessor
12. Review the Assessment Roll and Preform Statutory Duties
 - a. Examine the roll
 - b. Correct description or calculation errors
 - c. Add omitted property
 - d. Eliminate double assessed property
13. Discussion/Action – Certify all correction of error under state law (sec. 70.43, Wis Stats)
14. Discussion / Action – Verify with the assessor that open book changes are included in the assessment roll. 15. Taxpayers to examine assessment roll
16. 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

Courtney Beuthin

Town Clerk

Posted: May 14, 2026 at Town Hall and on the web townofprairiedusac@gmail.com

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) 643-3656 at least 48 hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.