TOWN OF CALUMET

BOARD OF REVIEW

THURSDAY MAY 28 2020 5:30 PM – 7:30 PM

TOWN OF CALUMET TOWN HALL W2104 TOWN HALL RD MALONE WI 53049

AGENDA:

1. Call Board of Review to order
2. Roll Call
3. Confirmation of appropriate Board of Review and Open Book Meeting notices
4. Select Chairperson for the Board of Review
5. Select Vice-Chairman for Board of Review
6. Verify that a member has met the mandatory training requirements
7. Verify that the Town has an ordinance for confidentiality of income and expense information provided to the assessor under state law (sec. 70.47(7)(af).
8. Review new laws
9. Verify adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony
10. Verify adoption of policy regarding the procedure for waiver of Board of Review hearing requests
11. Receipt of Assessment Roll by clerk from Assessor
12. Receive the Assessment roll and sworn statements from the clerk
13. Receive the Assessment Roll and Perform Statutory Duties

Examine the roll

Correct description or calculation errors

Add omitted property and

Eliminate double assessed property

1. Certify all corrections of error under state law (sec 70.43)
2. Verify with the assessor that open book changes are included in the assessment roll
3. Allow taxpayers to examine assessment data
4. Consideration of any:

Waiver of required 48-hour notice of intent to file an objection when there is good cause

Requests for waiver of BOR hearing allowing the property owner an appeal directly to circuit court

Request to testify by telephone or submit sworn written testimony

Subpoena requests

Act on any other legally allowed/required Board of Review matters

1. Review Notices of Intent to File Objection
2. Proceed to hear objections, if any and if property notice/waivers given unless scheduled for another date
3. Consider/act on scheduling additional BOR date
4. Adjourn

Posted: May 21, 2020

Jodie Goebel, Clerk

Town of Calumet