

Town of Eileen

28850 Eileen Town Hall Road, Ashland, WI 54806

townofeileen.org

Chairperson – Marty Milanowski (715) 746-2484

Supervisor – Skip Radosevich (715) 682-6514

Supervisor – Kathy Johanic (715) 746-2507

Treasurer – Carol Pufall (715) 682-9168

Office-Shannon Schneeberger (715) 682-1184

TOWN OF EILEEN BOARD OF REVIEW

Tuesday, September 26th, 2023

6:00 PM to 8:00 PM

Agenda:

- 1) Call Board of Review (BOR) to order.
- 2) Roll Call.
- 3) Confirmation of appropriate BOR and Open Meetings notices.
- 4) Select a Chairperson for BOR.
- 5) Select a BOR Vice-Chairperson.
- 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. 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 the 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, and
 - d) Eliminate double assessed property.
- 15) Discussion/Action – Certify all corrections of error under state law (Wis. Stat. 70.43).
- 16) Discussion/Action – Verify with the Assessor that open book changes are included in the assessment roll.
- 17) Allow taxpayers to examine assessment data.
- 18) During the first two hours, 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 the circuit court,
 - c) Requests to testify by telephone or submit a sworn written statement,
 - d) Subpoena requests, and
 - e) Act on any other legally allowed or required BOR matters.
- 19) Review Notices of Intent to File Objection.
 - 20) Proceed to hear objections, if any and if proper notice/waivers given, unless scheduled for another date.
 - 21) Consider/act on scheduling additional BOR Date(s).
 - 22) Adjourn (to future date if necessary).

Shannon Schneeberger, Town Clerk, Town of Eileen

Posted September 23, 2023