

TOWN OF LAND O' LAKES  
BOARD OF REVIEW  
Monday November 12<sup>th</sup> , 2018 12:00PM

AGENDA

(HEARING TO BE RECORDED)

1. CALL TO ORDER – NOVEMBER 12, 2018 AT NOON
2. ATTENDANCE FOR THE RECORD BY ROLL CALL
3. CONFIRMATION OF APPROPRIATE BOARD OF REVIEW AND OPEN MEETING NOTICES-PUBLISHED IN THE NEWS REVIEW AS A CLASS I NOTICE, POSTED IN THREE BULLETIN BOARDS, AT THE TOWN HALL AND ON THE TOWN WEBSITE-30 DAYS BEFORE THE BOARD OF REVIEW, OCTOBER 3, 2018.
4. SELECT A CHAIRPERSON FOR THE BOARD OF REVIEW
5. SELECT A VICE -CHAIRPERSON FOR THE BOARD OF REVIEW
6. VERIFY THAT A MEMBER HAS MET THE MANDATORY TRAINING REQUIREMENTS FOR THE BOARD OF REVIEW PURSUANT TO SEC. 70.46(4). LYNN BYBEE 5-17-18, DAN BALOG 5-30-18 AND ALTERNATE NORMAN NASS 10-29-18.
7. VERIFY THAT THE TOWN HAS AN ORDINANCE FOR THE CONFIDENTIALITY OF INCOME AND EXPENSE INFORMATION PROVIDED TO THE ASSESSOR UNDER STATE LAW SEC. 70.47(7) ( af)
8. REVIEW THE POLICY REGARDING THE PROCEDURE FOR SWORN TELEPHONE TESTIMONY AND SWORN WRITTEN TESTIMONY.
9. REVIEW OF POLICY REGARDING THE PROCEDURE FOR WAIVER OF BOARD OF REVIEW HEARING REQUESTS.
10. FILING AND SUMMARY OF ANNUAL ASSESSMENT REPORT BY ASSESSOR'S OFFICE
11. RECEIPT OF THE ASSESSMENT ROLL BY CLERK FROM THE ASSESSOR
12. RECEIVE THE ASSESSMENT ROLL AND SWORN STATEMENTS FROM THE CLERK
13. REVIEW THE ASSESSMENT ROLL AND PERFORM STATUTORY DUTIES:
  - Examine the Roll
  - Correct description or calculation errors, add omitted property, and
  - Eliminate double assessed property
14. DISCUSSION/ACTION -CERTIFY ALL CORRECTIONS OR ERROR UNDER STATE LAW SEC. 70.43 WI STATUTES
15. DISCUSSION/ACTION -VERIFY WITH THE ASSESSOR THAT OPEN BOOK CHANGES ARE INCLUDED IN THE ASSESSMENT ROLL.
16. TAXPAYERS ARE ALLOWED TO EXAMINE ASSESSMENT DATA.

17. DURING THE FIRST 2 HOURS, CONSIDERATION OF:

Waivers of the required 48- hour notice of intent to file an objection, when there is good cause.

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

Requests to testify by telephone or submit sworn written statement, Subpoena requests, and

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

18. REVIEW NOTICES OF INTENT TO FILE OBJECTION

19. PROCEED TO HEAR OBJECTIONS, IF ANY AND IF PROPER

NOTICE/WAIVERS GIVEN UNLESS SCHEDULED FOR ANOTHER DATE.

20. ACT ON FINDING OF FACT, DETERMINATIONS AND DECISION

21. CONSIDER/ACT ON SCHEDULING ADDITIONAL BOARD OF REVIEW DATE(S)

22. MEETING ADJOURNMENT (TO FUTURE DATE IF NECESSARY)