

Town of Excelsior
Board of Review
Wednesday, August 5, 2020
1pm to 3pm
100 E Broadway St.
Rock Springs, WI 53961

AGENDA

1. Call Board of Review to order
2. Roll Call
3. Confirmation of appropriate Board of Review and Open Meetings notices
4. Select a Chairperson for Board of Review
5. Select a Board of Review vice Chairperson
6. Verify that a member has met the mandatory training requirements
7. Verify that the Town has an ordinance for the confidentiality of income and expensive information provided to the assessor under state law (sec.70.47(7)(af))
8. Review of new laws
9. Filing and Summary of Annual Assessment Report by Assessor's Office
10. Receipt of the Assessment Roll by clerk from the Assessor
11. Receive the Assessment roll and sworn statements from the clerk
12. 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
13. Discussion/Action – Certify all corrections of error under state law (Wis. Stats. 70.43)
14. Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll
15. Allow taxpayers to examine assessment data
16. 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 Board of Review hearing waiver to allow the property owner an appeal directly to circuit court,
 - c. Requests to testify by telephone or submit sworn written statement,
 - d. Subpoena requests, and
 - e. Act on any other legally allowed/required Board of Review matters
17. Review Notices of Intent to File Objection
18. Proceed to hear objections, if any and if proper notice/waivers given unless schedule for another date

19. Consider/act on scheduling additional Board of Review date(s)

20. Adjourn

Sandra Meyer Swanson, Clerk

Town of Excelsior

ALSO, UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. IF A PERSON WITH A DISABILITY REQUIRES THAT THE MEETING BE ACCESSIBLE OR THAT MATERIALS AT THE MEETING BE IN AN ACCESSIBLE FORMAT, CALL THE TOWN CLERK'S OFFICE AT LEAST 48 HOURS IN ADVANCE TO REQUEST ADEQUATE ACCOMMODATIONS. TELEPHONE 608-522-5115