

**TOWN OF DECATUR  
BOARD OF REVIEW AGENDA  
MONDAY, MAY 24, 2021  
5:00 P.M. TO 7:00 P.M.  
TOWN OF DECATUR TOWN HALL  
1408 14<sup>TH</sup> STREET, BRODHEAD**

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 a 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 Wis. Stat. § 70.47(7)(af)
8. Verify policy regarding Procedure for Waiver of BOR Hearing Requests
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 Wis. Stat. § 70.43
14. Discussion/Action – Verify with the Assessor that the Open Book changes are included in the Assessment Roll
15. Allow taxpayers to examine the 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 a good cause;
  - b. Requests for BOR 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 BOR matters.
17. Review Notices of Intent to File Objection
18. Proceed to hear objections, if any, and if proper notice/waivers given unless scheduled for another date
19. Consider/act on scheduling additional BOR date(s), if applicable
20. Adjourn (or adjourn to future date, if necessary)

Jamie E. Olson  
Clerk/Treasurer

Posted 4/14/21