

Town of Union
Board of Review Meeting
Union Town Hall
May 10, 2024

Agenda

- 1) Call Board of Review (BOR) to order
- 2) Roll Call
- 3) Select Chairman
- 4) Verify that at least one board member has met the annual mandatory training requirements.
- 5) Filing and summary of Annual Assessment Report by Assessor's Office
- 6) Receipt of the assessment roll by Clerk from Assessor
- 7) Review Assessment Roll and perform statutory duties:
 - i) Examine the roll,
 - ii) Correct description or calculation errors
 - iii) Add omitted property, and
 - iv) Eliminate double assessed property.
- 8) Discussion/Action – Certify all corrections of error under state law (Wis. Stat § 70.43)
- 9) Discussion/Action – Verify with the Assessor that open book changes are included in the assessment roll.
- 10) Allow taxpayers to examine assessment data.
- 11) During the first two hours, consideration of:
 - i) Waivers of the 48-hour notice of intent to file an objection when there is good cause,
 - ii) Requests for waiver of the BOR hearing allowing the property owner an appeal directly to the circuit court,
 - iii) Request to testify by telephone or submit a sworn written statement,
 - iv) Subpoena requests, and
 - v) Act on any other legally allowed or required BOR matters.
- 12) Review Notices of Intent to File Objection.
- 13) Proceed to hear objections, if any and if proper notice/waivers given, unless scheduled for another date.
- 14) Consider/act on scheduling additional BOR Date(s).
- 15) Adjourn (to future date if necessary).

Michelle Messer, Clerk – Town of Union
Posted April 17, 2024