

**Town of La Pointe**  
**BOARD OF REVIEW**  
**Wednesday June 10, 2020**  
**5:00pm at Town Hall**

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 Vice-Chairperson for Board of Review
6. Verify that a member has met the mandatory training requirements
7. Review of new laws/ changes
8. Filing and summary of Annual Assessment Report by Assessor's Office
9. Receipt of the Assessment Roll by clerk from the Assessor
10. Receive the Assessment roll and sworn statements from the clerk
11. Review the Assessment Roll and perform Statutory Duties:
  - Examine the roll
  - Correct description or calculation errors
  - Add omitted property
  - Eliminate double assessed property
12. Discussion/Action - Certify all corrections of error under state law (sec. 70.43, Wis. Stats.)
13. Discussion/Action - Verify with the assessor that open book changes are included in the assessment roll
14. Allow taxpayers to examine assessment data
15. During the first two 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
  - Act on any other legally allowed/required Board of Review matters
16. Review Notices of Intent to File Objection
17. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date
18. Consider/act on scheduling additional Board of Review Date(s)
19. Adjourn

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Town Clerk.