**Town of Milltown**

**BOARD OF REVIEW**

**Clerk, P.O. Box 475, Milltown, WI 54858**

**April 22, 2024, 5 – 7 p.m.**

1. Call the meeting to order.
2. Roll Call
3. Confirmations of appropriate Board of Review and Open Meeting Notices.
4. Select a Chairperson of the Board of Review.
5. Select a Vice-Chairperson for Board of Review
6. Verify that a member has meet the mandatory training Requirements.
7. Verify that the Town has as ordinance for the confidentiality of income and expense information provide to assessor under state law (sec. 70.47(7)(af). Ordinance 18-1 and 18-2 Town of Milltown
8. Open Book held April 15, 2024.
9. Adoption of policy regarding procedure for sworn telephone testimony and sworn written testimony. Policy 18-1 BOR
10. Adoption of policy regarding the procedure of waiver of Board of Review hearing request. Policy 18-2 BOR.
11. Filling and summary of Annual Assessment Report by Assessor’s Office.
12. Filing and summary of Annual Assessment Report by Assessor
13. **Receive the Assessment roll and sworn statements form the clerk**
14. Review the Assessment Roll and Perform Statutory Duties:
    1. Examine the roll
    2. Correct description or calculation errors
    3. Add omitted property
    4. Eliminate double assessed property
15. Discussion/Action -Certify all correction of error under state law (sec. 70.43, Wis. Stats.).
16. Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll.
17. Allow taxpayers to examine assessment data.
18. During the first two hours, consideration of:
    1. Waivers of the required 48-hour notice of intent to file and objection when there is good cause.
    2. Requests to testify by telephone or submit sworn written statement
    3. Subpoena request
    4. Act on and other legally allowed/required Board of Review matters
19. Review Notices of Intent to file objection.
20. Proceed to hear objections, if and if proper notice/waiver given unless scheduled for another date.
21. Consider/act on scheduling additional Board of review Date(s)
22. Adjourn (to future date if necessary).

Cheryl Kloehn, Clerk, Town of Milltown