

TOWN OF ALBANY BOARD OF REVIEW

Tuesday, May 28, 2024

6:00 p.m. to 8:00 p.m.

Albany Town Hall, N6065 County Hwy E, Albany, WI 53502

Agenda

- 1) Call Board of Review (BOR) to order and meeting recording announcement.
- 2) Roll Call – Confirmation of appropriate BOR and Open Meetings notices.
- 3) Select a chairperson for BOR.
- 4) Select a BOR vice-chairperson.
- 5) Verify that at least one BOR member has met the mandatory training requirements.
- 6) Filing and summary of Annual Assessment Report (including the level of assessment) by Assessor.
- 7) Receipt of the Assessment roll by the Clerk from the Assessor.
- 8) Receive the Assessment Roll and sworn statements from the Clerk.
- 9) Review the assessment roll and perform statutory duties
 - a. Examine the roll
 - b. Correct description or calculation errors
 - c. Add omitted property
 - d. Eliminate double assessed property
- 10) Discussion/Action – Certify all corrections of error under state law (Wis. Stat. §70.43).
- 11) Discussion/Action – Verify with the Assessor that open book changes are included in the assessment roll.
- 12) Allow taxpayers to examine assessment data.
- 13) 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 waiver of the BOR hearing allowing the property owner to appeal directly to the circuit court
 - c. Requests to testify by telephone or submit a sworn written statement
 - d. Subpoena requests
 - e. Act on any other legally allowed or required BOR matters
- 14) Review Notices of Intent to File Objection.
- 15) Proceed to hear objections, if any and if proper notice/waivers given, unless scheduled for another date.
- 16) Consider/act on scheduling additional BOR date(s).
- 17) -- Adjourn (to future date if necessary).

Debra Cline, Deputy Town Clerk, Town of Albany
Posted on May 1, 2024