

**VILLAGE OF WEYERHAEUSER, RUSK COUNTY**  
**BOARD OF REVIEW**

**5:00 PM.....7:PM Wednesday May 13, 2020**

1. Call Board of Review of /review to Order and roll call
2. Pledge of Allegiance
3. Confirmation of Board of Review and open meeting notices
4. Select a Chairperson for Board of Review
5. Select Vice-Chairperson for Board of Review
6. Select a Clerk of Board of Review
7. Verify that a member has meet the mandatory training requirements
8. Verify that the Town has an ordinance for confidentiality of income & expense information provided to the assessor under state law (sec. 70.47 (7)(af)
9. Review of new laws
10. Adoptions of policy regarding the procedure for sworn telephone testimony & sworn written testimony
11. Adoption of policy regarding the procedure for waiver of Board of Review hearing requests
12. Filing & summary of the Annual Assessment Report by Assessor's Office
13. Receipt of the Assessment Roll by clerk from the Assessor's Office
14. Receive the Assessment roll & sworn statement from the clerk
15. Receive the Assessment roll & Perform Statutory Duties
  - a. Examine the roll
  - b. Correct description or calculation errors, add omitted property
  - c. Eliminate double assessed property
16. Discussion/Action -Certify all corrections of error under state law (sec. 70.43, Wis Stats)
17. Discussion/Action-Verify with the assessor that open book changes are included in the assessment roll
18. 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 BOR hearing allowing the property owner an appeal directly to circuit court

20. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date.

21. Consider/act on scheduling additional Board of Review Dates

22. Adjoin (to future date if necessary)