

TOWN OF ERIN PRAIRIE  
BOARD OF REVIEW  
MONDAY, JUNE 25, 2018  
6:00-8:00 P.M.

1. Call Board of Review to order.
2. Roll call.
3. Confirmation of appropriate Board of Review 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. Verify that the Township has an ordinance for the confidentiality of income and expense information provided to the assessor under state law (sec.70.47(7)(af).
8. Review of the new laws.
9. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony.
10. Adoption of policy regarding the procedure for waiver of Board of Review hearing requests.
11. Filing and summary of Annual Assessment Report by Assessor's Office.
12. Receipt of the Assessment Roll by clerk from the assessor.
13. Receive the Assessment Roll and sworn statements from the clerk. (Assessor's Affidavit)
14. Review the Assessment Roll and perform statutory duties:
  - Examine the roll.
  - Correct description or calculation errors,
  - Add omitted property, and
  - Eliminate double assessed property.
15. Discussion/Action – Certify all corrections 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:
  - 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, and
  - Act on any other legally allowed/required Board of Review matters.
19. Review Notices of Intent to File Objection.
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. Adjourn (to future date if necessary)