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# TOWN OF RICHFIELD

8478 Richfield Drive  
Marshfield, WI 54449

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## Board of Review Agenda

Wednesday, May 15, 2024

6:30pm to 8:30pm

- Call Board of Review (BOR) to order.
- Roll Call.
- Confirmation of appropriate BOR and Open Meetings notices.
- Select a Chairperson for BOR.
- Select a BOR Vice-Chairperson.
- Verify that at least one BOR member has met the annual mandatory training requirements.
- Verify that the Village has an ordinance for the confidentiality of income and expense information provided to the Assessor under state law (Wis. Stat. § 70.47(7)(af)).
- Review of new laws.
- Adoption of amendment to policy regarding the procedure for sworn telephone testimony and sworn written testimony.
- Adoption of policy regarding the procedure for waiver of BOR hearing requests.
- Filing and summary of Annual Assessment Report by Assessor's Office.
- Receipt of the assessment roll by the Clerk from the Assessor.
- Receive the Assessment Roll and sworn statements from the Clerk.
- Review the Assessment Roll and perform statutory duties:
  - Examine the roll,
  - Correct description or calculation errors,
  - Add omitted property, and
  - Eliminate double assessed property.
- Discussion/Action - Certify all corrections of error under state law (Wis. Stat. § 70.43).
- Discussion/Action - Verify with the Assessor that open book changes are included in the assessment roll.
- Allow taxpayers to examine assessment data.
- 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 the circuit court,
  - Requests to testify by telephone or submit a sworn written statement,
  - Subpoena requests, and
  - Act on any other legally allowed or required BOR matters.
- Review Notices of Intent to File Objection.
- Proceed to hear objections, if any, and if proper notice/waivers given, unless scheduled for another date.
- Consider/act on scheduling additional BOR Date(s).
- Adjourn (to a future date if necessary).

*Paula Rustad – Township of Richfield Clerk  
Town of Richfield, Wood County Posted on May 13, 2024*