

**AGENDA & NOTICE**  
**TOWN OF JEFFERSON**  
**BOARD OF REVIEW**  
**Wednesday, May 20 2020 At 5:00 p.m.**  
**Town of Jefferson Meeting Hall, St. Coletta Cabin**  
**434 County Road Y, Jefferson, WI 53549**

1. Call to Order
2. Roll Call
3. Confirmation of Appropriate Board of Review and Open Meeting 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 Town 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 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 Request
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
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. Discuss/Action-Certify all Corrections of Error Under State Law (sec.70.43, Wis Stats.)
16. Discuss/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 Objections
20. Proceed to Hearing Objections, if any and if Proper Notice/Waivers Given Unless Scheduled for Another Date
21. Consider/Act on Scheduling Board of Review Date(s)
22. Adjourn (to future date if necessary)

Tina Barnes Clerk,  
Town of Jefferson

Posted 5-13-20

**NOTICE**

IT IS POSSIBLE THAT MEMBERS OF AND POSSIBLY A QUORUM OF MEMBERS OF OTHER GOVERNMENTAL BODIES FOR THE MUNICIPALITY MAY BE IN ATTENDANCE AT THE ABOVE-STATED MEETING TO GATHER INFORMATION; NO ACTION WILL BE TAKEN BY ANY GOVERNMENTAL BODY AT THE ABOVE-STATED MEETING OTHER THAN THE GOVERNMENTAL BODY SPECIFICALLY REFERRED TO ABOVE IN THIS NOTICE.

ALSO, UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLE INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. IF A PERSON WITH A DISABILITY REQUIRES THAT THE MEETING BE ACCESSIBLE OR THAT MATERIALS AT THE MEETING BE IN AN ACCESSIBLE FORMAT, CALL THE TOWN OF JEFFERSON CLERK'S OFFICE AT LEAST 48 HOURS IN ADVANCE TO REQUEST ADEQUATE ACCOMMODATION, 920-674-5073.