

Town of LeRoy Board of Review
Wednesday, May 24, 2023
5:30PM – 7:30 PM
LeRoy Town Hall N10725 CTY YY Lomira, WI 53048

1. Call Board of Review (BOR) to Order.
 2. Roll Call.
 3. Confirmation of appropriate Board of Review Open Meeting Notices.
 4. Select a Chairperson for Board of Review.
 5. Select a Vice-Chairperson.
 6. Verify that at least one BOR member has met the annual 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 amendment to 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 Annual Assessment Report by Assessor's office.
 12. Receipt of Assessment Roll by Clerk from the Assessor.
 13. Receive Assessment roll and sworn statement from the Clerk.
 14. Receive the Assessment Roll and perform statutory duties:
 - a. Examine the roll
 - b. Correct description or calculation errors
 - c. Add omitted property, and
 - d. 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
 - 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 as appeal directly to circuit court
 - c. Requests to testify by telephone or submit sworn written statement
 - d. Subpoena requests, and
 - e. Act on any other legally allowed or required Board of Review matters
 19. Review Notices of Intent of File Objection
 20. Proceed to hear objection, if any and if proper notice/waiver given unless scheduled for another date
 21. Consider/act on scheduling additional Board of Review Date(s)
2. Adjourn (to future date if necessary)

Linda Schraufnagel, Chairperson, Town of LeRoy
Posted 5/1/2023

Upon reasonable notice, efforts will be made to accommodate the needs of disabled 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 LeRoy Clerk at least 48 hours in advance to request adequate accommodations. Telephone number 920-583-0201.