

**TOWN OF CUTLER
BOARD OF REVIEW
MONDAY, June 5, 2017
4:00 PM
Cutler Town Hall
N10846 2nd Avenue,
Camp Douglas, WI 54618**

MEETING MINUTES

1. 4:00 p.m., Martin Potter called Board of Review to order.
2. Roll Call taken; Martin Potter, Curt Jorgensen, James Hayward, Bobbie K Georgeson, Terry Hayward, and Robert Conant
3. Confirmation of Board of Review and Open Meetings notices posted: Web site, Cutler Town Hall, Eagles Nest, and Bethel Baptist Church.
4. Selected Martin Potter as Chairperson for Board of Review.
5. Selected Curt Jorgensen as Vice-Chairperson for Board of Review
6. All board members took the BOR training May 22, 2017. Bobbie electronically filed with the state.
7. Verify that the Town has an Ordinance for the confidentiality of income and expense information provided to the assessor under state law (se. 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 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
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 statements,
 - Subpoena requests, and
 - Act on any other legally allowed/required BOR 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 Date(s).
22. Adjourn at 6:00 p.m.

Bobbie K Georgeson
Town Clerk
Town of Cutler