TOWN OF LUCAS BOARD OF REVIEW
May 4, 2023
6:00 PM – 8:00 PM
Lucas Town Hall, E2301 State Road 29, Menomonie, WI 54751

Agenda:

1. Call Board of Review (BOR) to order
2. Call of the Roll
3. Confirmation of appropriate BOR and Open Meetings notices
4. Select a Chairperson and Vice-Chairperson for BOR
5. Verification of annual mandatory training requirements
6. Verification that the town has ordinance for the confidentiality of income and expense information provided to the Assessor under state law (Wis. Stat. § 70.47(7)(af))
7. Review of new laws
8. Adoption of amendment to policy regarding the procedure for sworn telephone testimony and sworn written testimony
9. Adoption of policy regarding the procedure for waiver of BOR hearing requests
10. Filing and summary of Annual Assessment Report by Assessor's Office
11. Receipt of the assessment roll by the Clerk from the Assessor
12. Receive the Assessment Roll and sworn statements from the Clerk
13. Review 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.
14. Discussion/Action - Certify all corrections of error under state law (Wis. Stat. § 70.43)
15. Discussion/Action - Verify with the Assessor that open book changes are included in the assessment roll
16. Allow taxpayers to examine assessment data
17. 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 the BOR hearing allowing the property owner an appeal directly to the circuit court,
    c. Requests to testify by telephone or submit a sworn written statement,
    d. Subpoena requests, and
    e. Act on any other legally allowed or required BOR matters.
18. Review Notices of Intent to File Objection
19. Proceed to hear objections, if any, and if proper notice/waivers given, unless scheduled for another date.
20. Consider/act on scheduling additional BOR date(s)
21. Adjourn (to a future date if necessary)

Tracy Glenz, Clerk

Posted on May 3, 2023

NOTICE: 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 the materials at the meeting be in an accessible format, contact the Town Clerk (townoflucaswiclerk@gmail.com or 715-235-3853) at least 48 hours in advance to request adequate accommodations.