

Town of Gibraltar
BOARD OF REVIEW
Wednesday, June 5, 2024
4097 Main Street Fish Creek, WI 54212 beginning at 5 p.m.

1. Call Board of Review to order
2. Roll Call
3. Confirmation of appropriate Board of Review and Open Meetings notices
4. Select a Chairperson for Board of Review
5. Verify that a member has met the mandatory training requirements
6. 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))
7. Review of new laws – assessor
8. Filing and summary of Annual Assessment Report by Assessor’s Office
9. Receipt of the Assessment Roll by clerk from the Assessor
10. Receive the Assessment roll and sworn statements from the clerk
11. 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
12. Discussion/Action – Certify all corrections of error under state law (sec. 70.43, Wis. Stats.)
13. Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll
14. During the first two hours, consideration of:
 - a. Waivers of 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 circuit court
 - c. Requests to testify by telephone or submit sworn written statement
 - d. Subpoena requests
 - e. Act on any other legally allowed/required BOR matters
15. Review Notices of Intent to file Objection
16. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date
17. Consider/act on scheduling additional BOR date(s)
18. Adjourn (to future date if necessary)