

## NOTICE OF BOARD OF REVIEW MEETING

**A public meeting will take place at the time and place indicated below. The meeting is open to the public in keeping with Chapter 19, Subchapter IV, 1985 Wisconsin Statutes (Open Meeting Law).**

**Government Unit Conducting Meeting:** BOARD OF REVIEW  
**Date:** April 22, 2024  
**Time:** 10:00 A.M. – 12:00 P.M.  
**Place:** 400 4th Ave S, Park Falls, WI 54552

### AGENDA

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. Select a Vice-Chairperson for Board of Review
6. Verify that at least one member has met the mandatory training requirements.
7. Receipt of Assessment roll by the clerk from the Assessor.
8. Receive the Assessment roll and sworn statements from the clerk.
9. 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.
10. Discussion/Action – Certify all corrections of error under state law (sec. 70.43, Wis.Stats.).
11. Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll.
12. Allow taxpayers to examine assessment data.
13. 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 circuit court,
  - c. Requests to testify by telephone or submit sworn written statement,
  - d. Subpoena requests, and
  - e. Act on any other legally allowed/required Board of Review matters.
14. Review Notices of Intent to File Objection.
15. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date.
16. Consider/act on scheduling additional Board of Review Date(s).
17. Adjourn.

Board of Review Members: Tara Tervort, Terry Wilson, Tony Thier, Dixie Wiedman, Shannon Greenwood  
Assessor: Kitt Koski

**Posted: April 19, 2024**

**Prepared by: Shannon Greenwood, City Clerk**

**Services are provided on an Equal Opportunity basis. Reasonable accommodations for alternative means of communication or access for individuals with disabilities will be made upon request. Please call 715-762-2436.**