

**TOWN OF OTTAWA
BOARD OF REVIEW
Wednesday, June 7, 2017 at 6:00 P.M.
Ottawa Town Hall
W360S3337 State Road 67
Dousman, WI 53119**

1. Call Board of Review to order
2. Roll Call
3. Confirmation of appropriate Board of Review and Open Meeting Notices
4. Select a Chairman for Board of Review
5. Select a Vice-Chairman for Board of Review
6. Verify that a member has met the 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)(f), Wis. Stats.)
8. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony.
9. Adoption of policy regarding the procedure for waiver of Board of Review hearing requests.
10. Filing and Summary of Annual Assessment Report by Assessor's Office.
11. Receipt of the Assessment Roll by Clerk from the Assessor.
12. Receive the Assessment Roll and sworn statements from the Clerk
13. Review the Assessment Roll and perform statutory duties.
 - Examine the roll
 - Correct description or calculation errors
 - Add omitted property, and
 - Eliminate double assessed property
14. Discussion/Action – Certify all corrections of error under state law (Sec. 70.43 Wis Stats)
15. Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll.
16. 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 statement
 - Subpoena requests, and
 - Act on any other legally allowed/required Board of Review matters.
17. Review Notices of Intent to File Objection
18. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date.
19. Consider/act on scheduling additional Board of Review Date(s)
20. Adjourn (to future date of necessary)

Melissa M. Klein, Clerk

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

Also, 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 Clerk's office at least 48 hours in advance to request adequate accommodations. (262) 965-3228