

**Town of Woodboro Board of Supervisors  
Board of Review Meeting  
May 30, 2024, 6:00 p.m.  
Woodboro Town Hall  
8672 Old Hwy K Rd., Harshaw**

*Notice: 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 Clerk's office at least 48 hours in advance to request adequate accommodations. 715-282-5607*

**Agenda**

1. Call Board of Review to order.
2. Roll Call.
3. Confirmation of appropriate Board of Review and Open Meeting notices.
4. Select a Chairperson for Board of Review.
5. Select a Vice-Chairperson for Board of Review.
6. Verify that at least one Board of Review member has met the mandatory training requirements.
7. Receipt of the assessment roll and Affidavit by the Clerk from the Assessor.
8. 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.
9. Discussion/Action-Certify all corrections of error under state law.
10. Discussion/Action-Verify with the Assessor that open book changes are included in the assessment roll.
11. Allow taxpayers to examine assessment data.
12. During the first two hours, consideration of:
  - a. Waivers of the required 48-hour notice of intent to file an objection when there is a 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.
13. Review Notices of Intent to File Objection.
14. Proceed to hear objections, if any and if proper notice/waivers given, unless scheduled for another date.
15. Consider/act on scheduling additional BOR date(s).
16. Adjourn.