



# Notice of Meeting

## Town of Lake Board Meeting

Government Unit: Town of Lake  
Place: Town Hall, W8095 County Road E, Park Falls  
Date: May 11, 2024  
Time: 7:00 a.m.  
Purpose: Board of Review Meeting

### Agenda

1. Call Board of Review to order
2. Roll Call
3. Confirmation of appropriate Board of Review and Open Book meeting notices
4. Select a chairperson
5. Select a vice-chairperson
6. Verify that one member has met the annual 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 (Wis. Stat. §70.47(7)(af))
8. Review of new laws
9. Adoption of amendment to policy regarding the procedure for sworn telephone testimony and sworn written testimony
10. Adoption of policy regarding the procedure for waiver of BOR hearing requests
11. Filing and summary of Annual Assessment Report by Assessor's Office
12. Receipt of the Assessment Roll by clerk from the Assessor
13. Receive the Assessment roll and sworn statements from the clerk
14. 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
15. Discussion/action-certify all corrections of error under state law (sec 70.43, Wis Stats)
16. Discussion/action-verify with the assessor that open book changes are included in the assessment roll
17. Allow taxpayers to examine assessment data
18. During the first two hours, consideration of:
  - a. Waivers of the required 48-hour notice of intent to file when there is good cause
  - b. Requests for waiver allowing property owner an appeal directly to circuit court
  - c. Requests to testify by telephone or submit a sworn written statement
  - d. Subpoena requests
  - e. Act on any other legally allowed/required Board of Review matters
19. Review Notices of Intent to File Objection
20. Proceed to hear objections, if any and if proper notice/waivers given, unless rescheduled
21. Consider/act on scheduling additional Board of Review dates
22. Adjourn meeting

### Join Zoom Meeting

<https://us02web.zoom.us/j/89823347525?pwd=T0t1cENLbU95bE8zM3RXtIhyc3RLUT09>

Meeting ID: 898 2334 7525; Passcode: 058690

Dial by your location:

• +1 312 626 6799 US (Chicago)

Posted April 18, 2024

Posted at the Town of Lake Hall and [www.townlakewi.com](http://www.townlakewi.com)

Angela Hilgart, Town of Lake Clerk