

# Town of Sheboygan Falls

## AGENDA

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### **BOARD OF REVIEW**

**Thursday, June 26, 2025**  
**5:00 PM - 7:00 PM**  
**TOWN HALL, W3860 COUNTY ROAD O, Sheboygan Falls, WI**

1. Call Board of Review (BOR) to Order
2. Roll Call
3. Confirmation of BOR / Open Meeting Notices
4. Select Chairperson for BOR (done at meeting to adjourn June 2, 2025)
5. Select Vice-Chair for BOR
6. Verify at least 1 BOR 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. Approve minutes from previous year BOR
9. Review of any new laws
10. Filing and Summary of Annual Assessment Report by Assessor's Office.
11. Receipt of the Assessment Roll by the Clerk from the Assessor.
12. Receive the Assessment Roll and sworn statements from the Clerk.
13. Review the Assessment Roll and perform statutory duties:
  - a. Examine the Roll,
  - b. Correct description or calculation errors
  - c. Add omitted property,
  - d. Eliminate double assessed property
14. Discussion / Action – Certify all corrections of error under state law ( Wis Stat. 70.43)
15. Discussion / Action – Verify with the Assessor that open book changes are included in the assessment roll.
16. Allow taxpayers to examine the assessment data.
17. During the first 2 hours, consideration of:
  - a. Waivers of the required 48 hour notice of intent to file an objection when there is good cause,
  - b. Requests of waiver of the BOR hearing allowing the property owner to appeal directly to the circuit court,
  - c. Requests to testify by telephone or submit a written statement,
  - d. Subpoena requests, and
  - e. Act on any other legally allowed or required BOR matters.
18. Review Notices of Intent to File Objection
19. Proceed to hear objections, if any and if proper notice/waivers given, unless scheduled for another date.
20. Consider / Act on scheduling additional BOR dates, if necessary.
21. Adjourn ( to future date if needed.)

Jeanette M Meyer, Clerk Treasurer, Town of Sheboygan Falls  
**Posted on June 19, 2025**

#### NOTICE

Upon reasonable notice, efforts will made to accommodate the needs of disabled individuals through appropriate aids and services. If a person with a disability requires that a meeting be accessible or that materials at the meeting be in an accessible format, please call the Clerk's office at 920 467-1922 at least 48 hours prior to the meeting to request adequate accommodations.