

Town of Hull  
County of Portage, Wisconsin  
BOARD OF REVIEW  
Thursday June 15, 2017 – 5:30 p.m.  
(Must be in session a minimum of 2 hours)  
Hull Municipal Building  
4550 Wojcik Memorial Dr.  
Stevens Point, WI 54482

**Agenda**

01. Call 2017 Board of Review to order
02. Roll Call.
03. Confirmation of appropriate Board of Review and Open Meetings notices.
04. Select a Chairperson for Board of Review
05. Select a Vice-Chairperson for Board of Review
06. Verify that a member has met the mandatory training requirements
07. 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)(af))
08. Review of new laws
09. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony
10. Adoption of policy regarding the procedure for waiver of Board of Review hearing requests
11. Filing and summary of Annual Assessment Report by Assessor
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 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. Subpoena requests, and

- d. Act on any other legally allowed/required Board of Review matters
19. Review Notice of Intent to File Objection
20. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date
21. Consider/act on scheduling additional Board of Review Date(s)
22. Adjourn (to future date if necessary)

Dated this 5<sup>th</sup> day of June, 2017

Janet Wolle

Janet Wolle, Clerk

**NOTICE**

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 DISABLE 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 HULL CLERK'S OFFICE AT LEAST 48 HOURS IN ADVANCE TO REQUEST ADEQUATE ACCOMMODATIONS. PHONE #: 715-344-8280