

**Date: Thursday, May 19 ,2022**

**Time: 6-8 p.m.**

**Location: Gordon Town Hall**

- I. Call to order/ Board of Review/Roll Call
- II. Confirmation of appropriate BOR and Open Meeting Notices
- III. Select a Chairperson for BOR
- IV. Select a BOR Vice President
- V. Verify that at least one BOR member has met the mandatory training requirements.
- VI. Review of New Laws.
- VII. Adoption of amendment to policy the procedure for sworn telephone testimony and sworn written testimony.
- VIII. Adoption of policy regarding the procedure for waiver of BOR hearing requests.
- IX. Filing and Summary of Annual assessment report by assessor office.
- X. Receipt of the assessment roll by the clerk from the assessor
- XI. Review the assessment roll and perform statutory duties:
  - a. Examine the Roll
  - b. Correct descriptions or calculation errors
  - c. Add omitted property
  - d. Eliminate double assessed property
- XII. Discussion/Action-Certify all corrections of error under state law (Wis Sta 70.43)
- XIII. Discussion/Action -Verify with the assessor that open book changes are included in the assessment roll.
- XIV. 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 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 request, and
  - e. Act on another legally allowed or required BOR Matter.
- XV. Review Notices of intent to File Objection
- XVI. Proceed to hear objections, if any and if proper notice/waivers, unless scheduled for another date.
- XVII. Consider/act on scheduling additional BOR Dates
- XVIII. Adjourn

Tim Haakenson, Town Chairman  
Stephanie James Town Clerk

James Hankins, Supervisor  
Craig Golembiewski, Supervisor

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*I certify that this agenda was posted at the appropriate Town's bulletin boards, ICO and the town's websites.by  
Stephanie James, Town Clerk, Town of Gordon Date: 05.17.2022 6:00 p.m.*