

**TOWN OF BARNES  
BOARD OF REVIEW  
Wednesday – May 6, 2020  
2PM-4PM in the Barnes Town Hall**

**Agenda**

- 1) Call the Board of Review to Order
- 2) Roll Call to establish a quorum
- 3) Confirmation of appropriate Board of Review and Open Meetings notices
- 4) Election a Chairperson and Vice Chairperson
- 5) Verify that a member has met the mandatory training requirements
- 6) Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony
- 7) Adoption of policy regarding the procedure for waiver of Board of Review hearing requests
- 8) Filing and summary of Annual Assessment Report by Assessor's Office
- 9) Receipt of the Assessment Roll by clerk from the Assessor
- 10) Receive the Assessment Roll and sworn statements from the clerk
- 11) Review the Assessment Roll and Perform Statutory Duties:
  - Examine the roll,
  - Correct description or calculation errors,
  - Add omitted property, and
  - Eliminate double assessed property
- 12) Discussion/Action – Certify all corrections of error under state law (sec. 70.43, Wis. Stats.).
- 13) Discussion/Action – Verify with the assessor that open book changes are included in the Assessment Roll
- 14) Allow taxpayers to examine assessment data
- 15) During the first two hours, consideration of:
  - Waivers of the required 48-hour notice of intent to file an objection when there is good cause,
  - Requests for waiver of the BOR hearing allowing the property owner an appeal directly to circuit court,
  - Requests to testify by telephone or submit sworn written statement,
  - Subpoena requests, and
  - Act on any other legally allowed/required Board of Review matters
- 16) Review Notice of Intent to File Objection, if any
- 17) Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date
- 18) Consider/Act on scheduling additional Board of Review Date(s) (if necessary)
- 19) Adjourn the 2020 Board of Review (to future date if necessary)

**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.***

***REQUEST FROM PERSONS WITH DISABILITIES WHO NEED ASSISTANCE TO PARTICIPATE IN THIS MEETING OR HEARING SHOULD BE MADE TO THE BARNES CLERK'S OFFICE WITH AS MUCH ADVANCE NOTICE AS POSSIBLE.***

Submitted by: Judy Bourassa, Clerk-Treasurer  
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