

Township of Buffalo-BOARD OF REVIEW
Meeting Agenda
June 4th, 2021 from 5:00 p.m.-7:00 p.m.
Buffalo Town Hall
W 3205 Cty Rd O-Montello, WI

1. **Call Board of Review to order.**
2. **Roll Call**
3. **Confirmation of appropriate Board of Review and Open Meetings Notices.**
4. **Select a Chairperson for Board of Review-Vote**
5. **Select a Vice Chairperson for Board of Review-Vote**
6. **Verify that a member has met the mandatory training requirements.**
7. **Verify that the Township has an ordinance for the confidentiality of income and expense information provided to the assessor under state law (sec. 70.47(7)(af)).**
8. **Review of any new Laws.**
9. **Filing and summary of Annual Assessment Report by Assessor's Office.**
10. **Receipt of the Assessment Roll by Clerk from the Assessor.**
11. **Receive the Assessment roll and sworn statements from the clerk.**
12. **Review the Assessment Roll and Perform Statutory Duties:**
 - Examine the roll,**
 - Correct description or calculation errors,**
 - Add omitted property, and**
 - Eliminate double assessed property.**
13. **Discussion/Action-Certify all corrections of error under state law (sec. 70.43, Wis Stats.)**
14. **Discussion/Action-Verify with the assessor that open book changes are included in the assessment roll.**
15. **Allow taxpayers to examine assessment data.**
16. **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.**
17. **Review Notices of Intent to File Objection.**
18. **Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date.**
19. **Consider/act on scheduling additional Board of Review Date(s).**
20. **Adjourn**

Posted: June 1st, 2021

1. **Town Hall**
 2. **Recycle Center**
 3. **Online tn.buffalo.wi.gov**
- Town Clerk-Laurie Beahm**