

**BOARD OF REVIEW  
Thursday, August 29, 2024 at 9:00 a.m.  
Caledonia Village Hall - 5043 Chester Lane  
Caledonia, WI 53402**

1. Meeting called to order
2. Roll Call
3. Verify at least one member meets the mandatory training requirements under state law (Sec. 70.46(4) Wis. Stats.)
4. Review policy regarding the procedure for sworn telephone testimony and sworn written testimony.
5. Review policy regarding the procedure for waiver of BOR hearing requests.
6. Filing and summary of Annual Assessment Report by Assessor
7. Receipt of the Assessment Roll by the Clerk from the Assessor
8. Review the Assessment Roll and perform statutory duties: examine the roll, correct description or calculation errors, add omitted property, and eliminate double assessed property
9. Certify all corrections of error under state law (Sec. 70.43. Wis Stats.)
10. Verify with Assessor that Open Book changes are included in the Assessment Roll
11. 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 the circuit court, Requests to testify by telephone or submit a sworn written statement, Subpoena requests, and Act on any other legally allowed or required BOR matters.
12. Review Notices of Intent to File Objection
13. Proceed to hear Objections, if any and if proper notice/waivers given
14. Consider and act on scheduling additional BOR Dates (if necessary)
15. Adjourn (to future date if necessary)