

**Town of Silver Cliff Meeting Board of Review Agenda**  
**Friday May 13, 2022 10:00 A.M. to 12:00 P.M.**  
**Silver Cliff Town Hall, N11929 County Road I, Silver Cliff, WI 54104**

**AGENDA ITEMS**

1. Call Board of Review to Order.
2. Roll Call
3. Confirmation of appropriate BOR and Open Meeting notices.
4. Select a BOR Chairperson.
5. Select a BOR Vice-Chairperson.
6. Select a BOR Clerk.
7. Swear in Assessor (only if a scheduled hearing with a property owner takes place. The Assessor must be sworn in for each such scheduled hearing.)
8. Confirmation that at least one Board Member has met the mandatory training requirement under state law
9. Verify that Town of Silver Cliff has an ordinance for the confidentiality of income and expense information provided to the Assessor under state law (Wis Stat. 70.47 (af)).
10. Review of New Laws
11. Verify Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony.
12. Verify Adoption of policy regarding the procedure for waiver of BOR Hearing requests.
13. Filing and summary of Annual Assessment Report by Town Assessor-Peter Liptack.
14. Receipt of the assessment roll by the Clerk from the Assessor
15. Receive the Assessment roll and sworn statements from the Clerk
16. 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.
17. Discussion/Action-Certify all corrections of error under state law (Wis Stat. 70.43).
18. Discussion/Action-Verify with the Assessor that open book changes are included in the assessment roll.
19. Allow taxpayers to examine assessment data
20. 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 the circuit court,
  - c) Requests to testify by telephone or submit sworn written statement
  - d) Subpoena requests, and
  - e) Act on any other legally allowed or required BOR matters.
21. Review Notices of Intent to File Objection.
22. Proceed to hear objections, if any and if proper notice/waivers given, unless scheduled for another date.
23. Consider/act on scheduling additional BOR Date(s).

24. Adjourn (to future date if necessary).

Kristin Gagne, Clerk-Town of Silver Cliff

Posted 05/11/2022

**Request from individuals with disabilities who will need special accommodations to participate in this meeting or hearing should be made to the Town Clerk at 715-757-3163 advance notice is recommended.**