



"In the Spirit of Town Government"

**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI
AGENDA OF ANNUAL BOARD OF REVIEW
AUGUST 16, 2023; 4:30-6:30 p.m.
BUCHANAN TOWN HALL, N178 COUNTY RD N, APPLETON, WI 54915**

AGENDA

1. Call to order
2. Roll call
3. Confirmation of appropriate Board of Review & Open Meetings notices
4. Pledge of Allegiance
5. Elect a Chairperson for Annual Board of Review
6. Elect a Vice-Chairperson for Annual Board of Review
7. Verify that a member has met the mandatory training requirements
8. Verify that the Town has an ordinance for the confidentiality of income and expense information provided to the assessor under state law (sec. 70.47(f)af))
9. Review of new laws
10. Summary of 2023 Annual Assessment Report by Town Assessor
11. Receipt of the 2023 Assessment Roll by Clerk from the Assessor
12. Receive the 2023 Assessment Roll and sworn statements from the Clerk
13. Board to receive the 2023 Assessment Roll and sworn statements from the Clerk
14. 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
15. Discuss/Action – Certify all corrections of error under state law (Sec 70.43, Wis Stats)
16. Discuss/Action – Verify with the assessor that Open Book changes are included in the Assessment Roll
17. Consider approval of the 2023 Assessment Roll
18. Allow taxpayers to examine assessment data
19. 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 to appeal directly to circuit court
 - c. Requests to testify by telephone or submit written statement,
 - d. Subpoena requests, and
 - e. Act on any other legally allowed/required Board of Review matters

20. Review Notices of Intent to File Objection, if applicable
21. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date
22. Consider/act on scheduling additional Board of Review Date(s)
23. Adjourn (to future date if necessary)

Cynthia Sieracki, Clerk
Posted: August 11, 2023

Special Accommodations: Requests from persons with disabilities who need assistance to participate in this meeting should be made to the Clerk's Office at (920) 734-8599 with as much advance notice as possible.

Notice of Possible Quorum: 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.
