

Town of Roxbury

Board of Review

Tuesday May 30, 2023

6:00 p.m. to 8:00 p.m.

7167 Kippley Road, Sauk City, WI 53583

#### AGENDA

1. Call Board of Review to order
2. Roll Call
3. Verify Public Notice of BOR
4. Select a Chairperson for BOR
5. Select a BOR Vice-Chairperson
6. Verify that a member met the mandatory training requirement
7. Filing and summary of Assessment roll by clerk from Assessor's Office.
8. Receipt of the Assessment Roll by clerk from the Assessor.
9. Receive the Assessment roll and sworn statements from the clerk
10. 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.
11. Discuss/Action – Certify all corrections of error under state law (Wis. Stats. 70.43).
12. Discuss/Action – Verify with the assessor that open book changes are included in the assessment roll.
13. Adjourn (to future date if necessary).

Lisa Meinholz – Town Clerk

ALSO, UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLE INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. IF A PERSON WITH A DISABILITY REQUIRES THAT THE MEETING BE ACCESSIBLE OR THAT MATERIALS AT THE MEETING BE IN AN ACCESSIBLE FORMAT, CALL THE ROXBURY TOWN CLERKS OFFICE AT LEAST 48 HOURS IN ADVANCE TO REQUEST ADEQUATE ACCOMMODATIONS. TEL: 608-643-8281