

## **TOWN OF HOLLAND NOTICE OF MEETING**

**ORGANIZATION:** Town Board  
**DATE:** Wednesday, May 29, 2024  
**TIME:** 4:00 p.m. (must be in session a minimum of 2 hours)  
**PLACE:** Town Hall, W7937 County Road MH  
**PURPOSE:** Board of Review

1. Call Board of Review to order & meeting recording announcement
2. Roll call - Confirmation of appropriate Board of Review and Open Meetings notices
3. Select a BOR Chairperson
4. Select a BOR Vice Chairperson
5. Verify that at least one member has met the mandatory training requirements
6. Verify that the Town has procedures in place that addresses:
  - A. Confidentiality of income and expense information provided to the assessor under state law (Ordinance #3-2018)
  - B. Sworn telephone testimony and sworn written testimony (Ordinances #2-2015)
  - C. Policy regarding the procedure for waiver of BOR hearing requests (Ordinance #3-2015)
7. Review of new laws
8. Filing and summary of Annual Assessment Report by Assessor's office
9. Receipt of the assessment roll by Clerk from the Assessor
10. Receive the assessment roll and sworn statements from the Clerk
11. Review the assessment roll and perform statutory duties:
  - Examine the roll
  - Correct description or calculation errors
  - Add omitted property
  - Eliminate double assessed property
12. Discussion/action – certify all corrections of error under state law (sec. 70.43, Wis. Stats.)
13. Discussion/action - Verify with Assessor that open book changes are included in the assessment roll
14. Allow taxpayers to examine assessment data
15. 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 BOR hearing allowing the property owner an appeal directly to the circuit court,
  - C. Requests to testify by phone or submit a sworn written statement,
  - D. Subpoena requests, and/or
  - E. Act on any other legally allowed/required BOR matters
16. Review Notices of Intent to File Objection
17. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date
18. Consider/act on scheduling additional Board of Review dates(s) if necessary
19. Adjourn (to future date if necessary)

**\*CITIZENS' CONCERNS:** The Board may receive information from the public but reserves the right to limit the time that the public may comment and the degree to which members of the public may participate in the meeting.

**PERSONS WITH DISABILITIES:** If you need accommodation to attend this meeting, call the Town Clerk at 526-3354 as soon as possible.

**DATE NOTICE MAILED/EMAILED & POSTED:** 5/20/24

Agenda subject to change. Check the Town Hall posting for any changes or addendums.