

TOWN OF STILES BOARD OF REVIEW  
Thursday, October 10th – 5:00 PM (minimum of 2 hours)  
Stiles Town Hall – 5718 Watercrest Rd, Lena, WI  
AGENDA

Certification of compliance with the Open Meetings Law-This is an open meeting of the Stiles Town Board.  
Notice of this meeting was given to the public at least twenty-four hours prior to meeting by posting at:  
Town Hall (5718 Watercrest Rd, Lena) & townofstiles.org

1. Call Board of Review (BOR) to order
2. Roll Call
3. Confirmation of appropriate BOR & Open Meetings notices
4. Appoint Chairperson for BOR (roll call vote)
5. Verify that at least one BOR member has met the mandatory training requirements
6. Verify that the Town has an ordinance for the confidentiality of income and expense information provided to the Assessor under state law (Wis. Stat. §70.47(7)(af))
  - a. Town of Stiles CHAPTER 11 – CONFIDENTIALITY, EXPENSES PROVIDED TO ASSESSOR FOR ASSESSMENT PURPOSES
7. Review of New Laws (Assessor present)
8. Verify with Assessor that all open book changes are included in assessment roll
9. Signing of assessment roll by Assessor and Clerk
10. Review Notices of Intent to File Objection (if any)
11. 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 a sworn written statement
  - d. Subpoena requests
  - e. Any other legally allowed or required BOR matters
12. Review Assessment Roll
  - a. Omitted property that has been added (if any)
  - b. Double-assessed property that have been removed (if any)
  - c. Description or calculation errors that have been corrected (if any)
  - d. Property that changed Improvements (Buildings) assessment value (if any)
    - i. If change was negative/decreased, discuss whether Raze Order is needed.
13. Certify all corrections of error under state law (Wis. Stat. §70.43)
14. Review Stiles Garbage Fees Audit Results
15. Any discussion items from Assessor
16. Proceed to Hearing (if any), if proper notices/waivers given, unless scheduled for another date.
  - a. **Start Recording**
  - b. Clerk to introduce the case for hearing
  - c. Clerk to swear in all witnesses
  - d. Hearing of case
  - e. Deliberation
  - f. Decision (roll call vote)
17. Consider/act on scheduling additional BOR date(s).
18. Adjournment