

Board of Review
Town of Sugar Creek
August 22nd, 2024

1. Call the Board of Review to order
2. Roll call
3. Confirmation of appropriate Board of Review and Open Book notices were posted appropriately
4. Select a Chairperson for the Board of Review
5. Select a Vice-Chairperson for Board of Review
6. Verify that a member has met the mandatory training requirements
7. Review of new laws
8. Receipt of the assessment roll by the Clerk from the Assessor
9. Receive the assessment roll and sworn statement 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. Discussion/Action Re: Certify all corrections of error under State Statute 70.43
12. Discussion/Action Re: Verify with the assessor that Open Book changes are included in the assessment roll
13. Allow taxpayers to examine assessment data
14. 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 Board of Review hearing allowing the property owner an appeal directly to circuit court.
 - c. Request to testify by telephone or submit sworn written statement
 - d. Subpoena requests, and
 - e. Act on any other legally allowed/required Board of Review matters
15. Review Notices of Intent to File Objection
16. Proceed to hear objections if any and if proper notice/waivers given unless scheduled for another date
17. Consider/act on scheduling additional Board of Review date(s)
18. Adjourn