

## **TOWN OF SHELBY BOARD OF REVIEW AGENDA**

**Wednesday, May 27, 2026 | 5:00 p.m. to 7:00 p.m. | 2800 Ward Ave, La Crosse, WI 54601**

1. Call the Board of Review (BOR) to Order & Meeting Recording Announcement
2. Roll Call - Confirmation of Appropriate BOR and Open Meetings Notices
3. Select Chair and Vice Chair for Board of Review
4. Verify BOR Member Training Requirements Met
5. Verify the Town has an Ordinance for the Confidentiality of Income and Expense Information Provided to Assessor (Wis. Stat. §70.47(7)(af))
6. Review of New Laws
7. Adoption of Amendment to Policy Regarding the Procedure for Sworn Telephone Testimony and Sworn Written Testimony
8. Review of the Assessor's Level of Assessment (ex: Annual Assessment Report)
9. Receipt of Assessment Roll by the Clerk from the Assessor
10. Receive the Assessment Roll and Sworn Statements from the Clerk
11. Review the Assessment Roll and Perform Statutory Duties:
  - a. Examine the Roll
  - b. Correct Description or Calculation Errors
  - c. Add Omitted Property
  - d. Eliminate Double Assessed Property
12. Certify Corrections of any Errors (Wis. Stat. §70.43)
13. Verify Changes from Open Book are Included on the Assessment Roll.
14. Allow Taxpayers to Examine Assessment Roll.
15. During the First Two Hours, Consideration of:
  - a. Waivers of Required 48-Hour Notice of Intent for Good Cause
  - b. Requests for Waiver of BOR Hearing to Appeal to Circuit Court
  - c. Requests to Testify by Telephone or Submit Sworn Statement
  - d. Subpoena Requests
  - e. Act on Other Legally Allowed or Required BOR Matters
16. Review Notice(s) of Intent to File Objection
17. Proceed to Hear Objections (Unless Scheduled for Future Date)
18. Consider/ Act on Scheduling Additional BOR Date(s)
19. Adjourn

**Posted on: May 26, 2026 by Fortune M. Berg, Town Clerk, Town of Shelby**

UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. IF A PERSON WITH A DISABILITY REQUIRES THAT THE MEETING BE ACCESSIBLE OR THOSE MATERIALS AT THE MEETING BE IN AN ACCESSIBLE FORMAT, CALL THE TOWN CLERK'S OFFICE AT 608-788-1032 X2 AT LEAST 48 HOURS IN ADVANCE TO REQUEST ADEQUATE ACCOMODATIONS.