

Board of Review Agenda
Town of Holland
Sheboygan County, Wisconsin

Date: May 25, 2022

Time: 4:00 P.M.

Place: Town Holland Hall, W3005 County Road G, Cedar Grove, WI 53013

1. Call Board of Review (BOR) to order
2. Introduction of Board of Review members
3. Certify Board of Review and Wisconsin Open Meeting Laws notice requirements have been met
4. Roll call
5. Adopt agenda as official order of business
6. Select chairperson
7. Select vice-chairperson
8. Verify that at least one member of Board of Review has met mandatory training requirements
9. Receipt of assessment roll and sworn statements
10. 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
11. Certify all corrections of error, if any, under state law (Wis. Stat. 70.43)
12. Verify with the assessor that open book changes are included in the assessment roll
13. Allow taxpayers to examine assessment data
14. Ask if anyone is present with objection that has not submitted objection in writing
15. During the first two hours, consideration of:
 - a. Waivers of the required 48-hour notice of intent to file an objection where 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 statement
 - d. Subpoena requests
 - e. Act on any other legally allowed or required BOR matters
16. Receive schedule for written objections to be heard and review notices of intent to file
17. Hear objections, if any and if proper notice/waivers given, and make determinations unless scheduled for another date
18. Deliver determinations or recess for Clerk to mail determinations by certified mail
19. Adjourn (to future date if necessary)

Notice is hereby given that a quorum of the Town of Holland Plan Commission may be present at this meeting.

Posted by Clerk-Treasurer Janelle Kaiser on May 24th, 2022 by 1:00pm in the following locations:

- Holland Town Hall, W3005 County Road G, Cedar Grove, WI 53013
- Cedar Grove Oasis, N905 Sauk Trail Rd, Cedar Grove, WI 53013
- Town of Holland Recycling Center, N652 County Road KW, Cedar Grove, WI 53013
- www.townofholland.com