



# Notice of Meeting

## Town of Lake Board Meeting

Government Unit: Town of Lake  
Place: Town Hall, W8095 County Road E, Park Falls  
Date: May 17, 2025  
Time: 7:00 a.m. – 9:00 a.m.  
Purpose: Board of Review Meeting Notice

### Agenda

1. Call Board of Review (BOR) to order & Meeting Recording Announcement.
2. Roll Call - Confirmation of appropriate Board of Review and Open Book Meeting notices.
3. Select a Chairperson for BOR.
4. Select a BOR Vice-Chairperson.
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)).
7. Review of new laws.
8. Adoption of amendment to policy regarding the procedure for sworn telephone testimony and sworn written testimony.
9. Adoption of policy regarding the procedure for waiver of BOR hearing requests.
10. Approve the minutes from the previous BOR meeting.
11. Filing and summary of Annual Assessment Report by the Assessor.
12. Receipt of the Assessment Roll by the Clerk from the Assessor.
13. Receive the Assessment Roll and sworn statements from the Clerk.
14. 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.
15. Discussion/Action - Certify all corrections of error under state law (Wis. Stat. § 70.43).
16. Discussion/Action: Verify with the Assessor that open-book changes are included in the Assessment Roll.
17. Allow taxpayers to examine assessment data.
18. 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 property owner an appeal directly to the circuit court,
  - c. Requests to testify by telephone or submit a sworn written statement,
  - d. Subpoena requests, and
  - e. Act on any other legally allowed or required Board of Review matters.
19. Review Notices of Intent to File Objection.
20. Proceed to hear objections, if any, and if proper notice/waivers are given unless scheduled for another date.
21. Board of Review deliberations and roll call vote on each objection heard.
22. Provide Notice of Board of Review determination form to objectors who are present and/or direct Clerk to provide notices via certified mail.
23. Scheduled future Board of Review meetings if needed.
24. Adjourn meeting (to a future date if necessary).

Posted April 23, 2025 at the Town of Lake Hall and [www.townlakewi.com](http://www.townlakewi.com)  
by Angela Sales, Town of Lake Clerk

Join Zoom Meeting

<https://us02web.zoom.us/j/82813325718?pwd=M2rLai2mZRkOtBgnQv6HcaWPLsCX04.1>  
Meeting ID: 828 1332 5718 - Passcode: 971979 • +1 312 626 6799 US (Chicago)