# CITY OF GILLETT
# BOARD OF REVIEW
### Council Chambers – Municipal Building
### 150 N McKenzie Ave – Gillett, WI 54124
## MONDAY, AUGUST 17, 2026 AT 9:00 AM – 11:00 AM
### AGENDA

1. Call to Order
2. Roll Call
3. Confirmation of appropriate Board of Review and Open Meetings notices.
4. Discussion and Possible action on Selecting a Chairperson for Board of Review
5. Discussion and Possible action on Selecting a Vice-Chairperson for BOR.
6. Verification of a member meeting the mandatory training requirements specified in Sec. 70.46(4).
7. Verification that the City has an ordinance for the confidentiality of income and expense information provided to the assessor under state law Sec. 70.47(7)(af).
8. Review of new laws.
9. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony.
10. Waiver of Board of Review hearing requests
12. Receipt of assessment roll from Assessor
13. Receive the Assessment Roll and sworn statement from the clerk
14. Review the Assessment Roll and Perform Statutory Duties
    a. Examination of Tax 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. Stats. 70.43)
16. Discussion/Action – Verify with the assessor that open book changes are included in assessment roll.
17. Allow taxpayers to examine assessment data.
18. 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
    c. Requests to testify by telephone or submit written statements
    d. Subpoena request
    e. Other legally allowed/required BOR matters
19. Review Notices of Intent to File objections.
20. Proceed to hear objections, unless scheduled for another date.
21. Consider/act on scheduling additional BOR date(s), if necessary.
22. Adjourn (to future date if needed.)