



4495 Town Hall Road, PO Box 157, Phelps, WI 54554
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Town Chair
Steve Doyen

Town Board of Supervisors
Dorothy Kimmerling
Mike Duquaine
Eugene McCaslin
Steve Waier

Clerk/Treasurer
Marjorie Hiller

(If you would like to have an item on the agenda, please contact one of the board members.)

Town of Phelps, Vilas County, Wisconsin Agenda for Board of Review

DATE: Tuesday, August 22, 2017
TIME: 6:00 P.M.
PLACE: PHELPS TOWN HALL

1. Call Board of Review to Order
2. Roll Call
3. Confirmation of appropriate Board of Review and Open Meeting Notices
4. Select a Chairperson for Board of Review
5. Select a Vice-Chairperson for Board of Review
6. Verify that a member has met the mandatory training requirements
7. Verify that the Town has an ordinance for the confidentiality of income and expense information provided to the assessor under state law (sec. 70.47(f)(af))
8. Filing and summary of Annual Assessment Report by Assessor's Office
9. Receive the Assessment roll and sworn statements from the clerk
10. Review the Assessment Roll and Perform Statutory Duties – Examine the roll
11. Discussion/Action – Verify with the assessor that any open book changes are included in the assessment roll
12. Allow taxpayers to examine assessment data
13. 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. Act on any other legally allowed/required Board of Review matters
14. Review any Notices of Intent to File Objection
15. Proceed to hear objections under Oath from all persons who appear before it
16. If need be, consider/act on scheduling additional Board of Review Date(s)
17. Adjournment.

/s/Marjorie Hiller, Clerk/Treasurer

This agenda has been posted at the Phelps Community Center/Town Hall, Phelps Post Office, Phelps Convenience Center, town website and e-mailed to Vilas County News Review on August 15, 2017.