

TOWN OF LUXEMBURG BOARD OF REVIEW

WEDNESDAY, APRIL 30, 2025

3:00 PM to 5:00 PM, LUXEMBURG TOWN HALL, E1027 HIGHWAY 54, LUXEMBURG, WI

AGENDA

1. Call to Order
2. Roll Call
3. Confirmation of appropriate BOR and Open Meetings notice
4. Verify that at least one BOR member has met the annual mandatory training requirement
5. 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))
6. Review of new laws
7. Filing and summary of Annual Assessment Report by Assessor's Office
8. Receipt of the assessment roll by the Clerk from the Assessor
9. Receive the Assessment Roll and sworn from the Clerk
10. Review the Assessment Roll and perform statutory duties:
 - a. Examine the roll
 - b. Correct description or calculations errors,
 - c. Add omitted property
 - d. Eliminate double assessed property
11. Discussion/Action—Certify all corrections of error under state law (Wis. Stat 70.43)
12. Discussion/Action—Verify with the Assessor that open book changes are included in the assessment roll
13. Allow taxpayers to examine assessment data
14. 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 the property owner an appeal directly to the circuit court
 - c. Act on any other legally allowed or BOR matters
15. Review Notices of Intent to File Objections
16. Proceed to hear Objections, is any and if proper notice/waivers given, unless schedules for another date
17. Consider/act on scheduling additional BOR Date(s)
18. Adjourn (to future date if necessary)

Linda Jonet, Town of Luxemburg Chair