

# Village of Balsam Lake

Municipal Building 404 Main Street Balsam Lake

Village President Jim Duncan

Village Trustees: Jamey Flaherty, Kellie Flaherty, Len Manning, Aimee Newbauer, Jena Paquette, Corby Stark

## Notice of Board of Review Meeting

Jim Duncan, Kellie Flaherty, Len Manning, Jena Paquette

Meeting will be held at the Village Hall, Wednesday November 8<sup>th</sup>, 2023 at 12:00 pm to 2:00 pm

Agenda:

1. Called to order.
2. Roll call.
3. Appoint Chairperson.
4. Appoint Vice Chairperson.
5. Swear in Assessor.
6. Receive the Assessment roll and sworn statements from the Clerk.
7. 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
8. Discussion/Action-Certify all corrections of error under state law (sed.70.43, Wis Stats.).
9. Discussion/Action-Verify with the assessor that open book changes are included in the assessment roll.
10. Act on any other legally allowed/required Board of Review matters.
11. Review Notices of Intent to File Objection
12. Proceed to hear objections if any and if proper notice/waivers given unless scheduled for another date.
13. Consider/act on scheduling additional Board of Review dates
14. Adjourn

Posted on Monday November 3, 2023, at Municipal Building, Pillar Bank, [www.balsamlakevillage.com](http://www.balsamlakevillage.com)

"Anyone requiring special accommodations please call the Village Hall at 715-485-3424 prior to the meeting."