



# Town of Superior

4917 South State Road 35  
Superior WI 54880



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Chair: Ron Pete  
Supervisor: Janet Dalbec  
Supervisor: Bob "Zimm" Zimmerman  
Clerk: Carolyn Jones  
Treasurer: Cindy Theien

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## BOARD OF REVIEW

Wednesday, May 22, 2018 – 6:30-8:30PM  
Town of Superior Hall

- 1) Call 2018 Board of Review to Order
- 2) Confirmation of appropriate Board of Review and Open Meeting Notices
- 3) Roll Call
- 4) Select a Chairperson and Vice-Chairperson for Board of Review
- 5) Verify that a member has met the mandatory training requirements
- 6) Filing and summary of Annual Assessment Report by Assessor
- 7) Receive the 2018 Assessment Roll from the Assessor
- 8) Review the Assessment Roll and Perform Statutory Duties:
  - Examine the roll,
  - Correct description or calculation errors,
  - Add omitted property, and
  - Eliminate double assessed property.
- 9) Discussion/Action – Certify all corrections of error under State Law (Sec. 70.43, Wis. Stats.)
- 10) Discussion/Action – Verify with the Assessor that Open Book changes are included in the Assessment Roll
- 11) Allow Taxpayers to examine assessment data
- 12) During the first two hours, consideration of:
  - Waivers of the required 48-hour notice of intent to file an objection when there is good cause,
  - Requests for waiver of the BOR hearing allowing the property owner an appeal directly to Circuit Court,
  - Requests to testify by telephone or submit sworn written statement,
  - Subpoena requests, and
  - Act on any other legally allowed/required Board of Review matters.
- 13) Review Notices of Intent to File Objection:
- 14) Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date
- 15) Any other business as authorized by law for Board of Review matters
- 16) Consider/Act – Scheduling additional Board of Review date(s) (if necessary)
- 17) Adjourn the 2018 Board of Review

POSTED THIS 15th DAY OF MAY, 2018

Carolyn Jones, Clerk

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It is possible that members of and possibly a quorum of members of other governmental bodies of the Municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

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Request from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Town Clerk with as much advance notice as possible.

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