

**Town of Dakota**  
**First Meeting of Board of Review**  
Monday, May 4, 2026, 6:00 p.m.-8:00 p.m.  
Dakota Town Hall – N1470 State Road 22

1. Call to Order
2. Roll Call
3. Confirmation of Appropriate Board of Review and Open Meetings Notices
4. Select Chairperson of BOR
5. Select Vice Chairperson of BOR
6. Confirmation That At Least One BOR Member Has Met Mandatory Training Requirements
7. Verify Town Has Ordinance for Confidentiality of Income and Expense Information Provided to Assessor Under State Law (sec. 70.47 (7)(af), Wis. Stats.)
8. Review of Any New Laws
9. Adopt Amendment to Policy Regarding Procedure for Sworn Telephone and Sworn Written Testimony
10. Adopt Policy Regarding Procedure for Waiver of BOR Hearing Requests
11. Filing and Summary of Annual Assessment Report by Assessor
12. Receipt of Assessment Roll by Clerk From Assessor
13. Receive Assessment Roll and Sworn Statements From Clerk
14. Review Assessment Roll and Perform Statutory Duties:
  - a. Examine Roll
  - b. Correct Description or Calculation Errors
  - c. Add Omitted Property
  - d. Eliminate Double Assessed Property
15. Discussion/Action to Certify All Corrections of Error Under State Law (sec. 70.43, Wis. Stats.)
16. Discussion/Action to Verify With Assessor That Open Book Changes Are Included in Assessment Roll
17. Allow Taxpayers to Examine Assessment Data
18. Consideration of:
  - a. Waivers of Required 48-Hour Notice of Intent to File Objection (For Good Cause)
  - b. Request to Waive BOR Hearing, Allowing Property Owner to Appeal Directly to Circuit Court
  - c. Request to Testify by Telephone or Submit Sworn Written Statement
  - d. Subpoena Requests
  - e. Act on Any Other Legally Allowed or Required BOR Matters
19. Review Notices of Intent to File Objection
20. Hear Any Objections (If Proper Notice or Waiver Given, Unless Scheduled for Another Date)
21. Schedule Additional BOR Dates, If Necessary
22. Adjourn (To Future Date, If Necessary)

*This public meeting notice complies with the Wisconsin Open Meetings Law, §19.81-19.98.  
Notice posted at the Dakota Town Hall and online at [www.townofdakota.org](http://www.townofdakota.org).*

Notice Prepared & Posted by: Melanie R. Stake Date: 4/10/2026  
Melanie R. Stake, Clerk