

**VILLAGE OF STAR PRAIRIE  
BOARD OF REVIEW  
MAY 9, 2018 6:00 p.m.  
STAR PRAIRIE COMMUNITY CENTER**

1. Call to order
2. Roll call
3. Select a Chairperson for Board of Review
4. Select a 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 Assessment Roll and sworn statements from the clerk
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. Verify with the assessor that open book changes are included in the assessment roll
10. Allow taxpayers to examine assessment data
11. 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
12. Review Notices of Intent to File Objection
13. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date
14. Consider/act on scheduling additional Board of Review Date(s)
15. Adjournment

Posted Tuesday May 8, 2018

The Star Prairie Community Center is accessible to the physically disadvantaged. If special accommodations for visually or hearing-impaired individuals are needed please contact the Clerk-Treasurer, at 715-248-7231 with as much advanced notice as possible.