

**Town of Rantoul**  
**BOARD OF REVIEW**  
**Wednesday May 3rd, 2023**  
**6:00 p.m. (in session for at least 2 hours)**  
**Potter Village Hall**  
**Agenda:**

1. Call Board of Review to order
2. Roll Call.
3. Confirmation that meeting notices were posted
4. Select a Chairperson and Vice-Chairperson for Board of Review
5. Verify that a member has met the mandatory training requirements
6. Verify that the Town has an ordinance for confidentiality of income and expense information provided to the assessor under state law (sec. 70.47(7)(af) and ordinance for alternate members for the Board of Review.
7. Receipt of the Assessment Roll by clerk from the Assessor
8. 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
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:
  - 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 circuit court.
  - C. Requests to testify by telephone or submit sworn written statement.
  - D. Subpoena requests.
  - E. Act on any other legally allowed/required Board of Review matters.
13. Review Notices of Intent to File Objection, if any.
14. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date.
15. Consider/act on scheduling additional Board of Review Date(s), if needed.
16. Adjourn (to future date if necessary).

POSTED at Potter Village Hall, Potter Post Office, Town  
Shop Wednesday, April 26th, 2023  
BY: /s/ Ashley Mink  
Ashley Mink, Town of Rantoul Clerk

NOTE: It is possible that members of and possibly a quorum of members of the Town Board of the Town of Rantoul will be in attendance at the above-stated meeting. No action will be taken by the Town Board. Action will only be taken by the Town of Rantoul Board of Review.

NOTE: Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Clerk's office at 920-588-7013 or clerk@townofrantoul.com with as much advance notice as possible.