

ANNUAL MEETING OF THE BOARD OF REVIEW
TOWN OF SPRING VALLEY, ROCK COUNTY, WISCONSIN

AGENDA

June 6, 2019

1. Call to order at 12:00 p.m.
2. Roll call.
3. Confirmation of appropriate Board of Review and Open Meetings notices
4. Elect Chairperson for the Annual Board of Review.
5. Elect a Vice-Chairperson for the Annual Board of Review.
6. Verify that a member has met the mandatory training requirements.
7. Verify that the town has an ordinance for the confidentiality of income and expense information provided to the assessor under state law sec. 70.47(7)(af).
8. Review of new laws.
9. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony.
10. Adoption of policy regarding the procedure for waiver of Board of Review hearing requests.
11. Filing and summary of 2019 Annual Assessment Report/Roll by Accurate Appraisal.
12. Receipt of the 2019 Assessment Roll by Clerk from the Assessor.
13. Receive the 2019 Assessment Roll and sworn statements from the Clerk.
14. Review the Assessment Roll and Perform Statutory Duties:
 - Examine the Roll,
 - Correct Description or Calculation Errors,
 - Add Omitted Property, and
 - Eliminate Double Assessed Property.
15. Discussion/Action - Certified all corrections of error under state law (sec. 70.43).
16. Discussion/Action - Verify with the assessor that Open Book changes are included in the Assessment Roll.
17. Consider approval of the 2019 Assessment Roll.
18. Allow taxpayers to examine assessment data.

19. 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 Board of Review 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.
20. Review Notice of Intent to File Objection.
21. Hear cases for all Property Assessment Objection Forms filed.
22. Consider cases for Property Assessment Objection Forms filed at the Board of Review (waive 48 hour notice).
23. Consider/act on scheduling additional Board of Review Date(s).
24. Adjournment.

Any person wishing to attend the meeting, who because of disability is unable to attend, is requested to contact the Clerk's Office at least 48 hours prior to the meeting so that reasonable accommodations can be made.

Dela Ends, Clerk for Town of Spring Valley

608 897-4288

Posted May 25, 20019