



AGENDA
BOARD OF REVIEW
RICHFIELD VILLAGE HALL
4128 HUBERTUS ROAD, HUBERTUS WISCONSIN
MAY 15, 2017
5:00 P.M.

1. Call Board of Review to Order
2. Verification of Compliance With Open Meeting Law
3. Roll Call
4. Approval of Meeting Minutes - July 19, 2016
5. Verify that the Village has an ordinance for the confidentiality of income and expense information provided to the assessor under state law (sec. 70.47(7)(af))
6. Review of new laws and update from Assessor's Office
7. Adjournment to August 29, 2017 at 5:00 P.M.

Additional explanation of items on the agenda (Communication Forms) can be found on the village's website at www.richfieldwi.gov.

Notification of this meeting has been posted in accordance with the Open Meeting Laws of the State of Wisconsin. 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.

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Village Clerk's office at 628-2260 or www.richfieldwi.gov with as much advance notice as possible.

1. Call Board of Review to Order

The meeting was called to order by Chairwoman Carol Robinson at 5:04 pm

2. Roll Call

Present: Chairwoman Carol Robinson, Vice Chairwoman Sandy Voss, Rick Hillmann, Thomas Lechner, Alternate Donald Filipiak, and Alternate Trustee Rock Brandner.

Excused Absence: Sandy Stuetgen,

Also present: Deputy Clerk Laura Johnson, and Associated Appraisal Project Manager Dean Peters

3. Verification of Compliance With Open Meeting Law

Deputy Clerk Johnson verified that the meeting was posted per statute at three local post offices and the Village Hall. Digital copies of the agenda were sent to the West Bend Daily News, Germanatown Express News, Hartford Times Press, and the Milwaukee Journal Sentinel.

4. Pledge of Allegiance

5. Approval of Minutes May 23, 2016

Motion by Vice Chairwoman Voss to approve the minutes of the May 23, 2016 meeting; Seconded by Rick Hillmann; Motion carried unanimously.

6. Confirmation of appropriate Board of Review and Open Meetings notices:

Deputy Clerk Laura Johnson stated that the Notice of Board of Review was published in the West Bend Daily News on June 11th and posted on the front door of Village hall.

7. Verify that a member has met the mandatory training requirements:

Chairwoman Robinson stated she did meet the training requirements and Deputy Clerk Laura Johnson stated that on April 25, 2016 Carol Robinson, Tom Lechner, Sandy Stuetgen and Rock Brandner.

8. Update from Assessor's Office

Village Assessor Dean Peters stated for the record that the 2016 Assessment Roll is final. All changes have been taken care of from Open Book and those notices were mailed to the resident. Village Assessor Dean Peters discussed the assessment process, open book activity, timeline to visit approximately 1,000-1,200 properties in late fall and answered questions of Board of Review members.

9. Review the 2016 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.

All Board of Review members in attendance examined the Final Assessment Roll for any errors. There were none found.

10. Discussion/Action – Certify all corrections of error under state law (sec. 70.43, Wis. Stats.)

No action taken.

11. Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll

Village Assessor Dean Peters stated that the open book changes were included in the Assessment Roll that was presented to the Board of Review members.

12. Allow taxpayers to examine assessment data

No Residents were present.

13. During the first two hours, discussion and action whether to grant:

- 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. **Act on any other legally allowed/required matters**

No action taken.

14. Review Notices of Intent to File Objection.

No action taken.

15. Proceed to hear objections, if any.

No action taken.

16. Consider/act on scheduling additional Board of Review Date(s)

No action taken.

17. Adjournment.

Motion by Vice Chairwoman Voss; Seconded by Rick Hillmann to adjourn at 7:04 p.m. Motion carried unanimously.

DRAFT