



AGENDA
BOARD OF REVIEW
RICHFIELD VILLAGE HALL
4128 HUBERTUS ROAD, HUBERTUS, WISCONSIN
July 25, 2018
5:00 P.M.

Pursuant to the requirements of Section 19.84, Wis. Stats., notice is hereby given of a meeting of the Village of Richfield Board of Review, at which a quorum of the Village Board may attend in order to gather information about a subject which they have decision making responsibility. The meeting will be held at the above noted date, time and location. Notice of Village Board Quorum, (Chairperson to announce if appropriate: "Please let the minutes reflect that a quorum of the Village Board is present and that the Village Board members may be making comments under the Public Comments section of the agenda, during any Public Hearing(s) or if the rules are suspended to allow them to do so.")

1. Call Board of Review to Order
2. Roll Call
3. Pledge of Allegiance
4. Confirmation of appropriate Board of Review and Open Meetings notices
5. Verify that a member has met the mandatory training requirements
6. 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).
7. Update from Assessor's Office
8. Adoption of Policy regarding the procedure for sworn telephone testimony and sworn written testimony
9. Adoption of Policy regarding the procedure for waiver of Board of Review hearing request
10. Filing and summary of annual assessment report by Assessor's Office
11. Receipt of the 2018 Assessment Roll by Clerk from the Assessor
12. Receive the Assessment Roll and sworn statements from Clerk
13. Review the 2018 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.
14. Discussion/Action – Certify all corrections of error under state law ([sec. 70.43, Wis. Stats.](#))
15. Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll
16. Allow taxpayers to examine assessment data
17. 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. Subpoena request and act on any other legally allowed/required matters
18. Review Notices of Intent to File Objection.
19. Proceed to hear objections, if any and if proper notice/waiver given unless scheduled for another date
20. Consider/act on scheduling additional Board of Review Date(s)
21. Adjournment (to future date if necessary)

NOTICE:

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.