

Town of Springdale
BOARD OF REVIEW AGENDA

Thursday, September 17 from 4:00 p.m. - 6:00 p.m. (*BOR must be in session a minimum of 2 hours*)
Springdale Town Hall, 2379 Town Hall Rd. Mt. Horeb, 53572

1. Call Board of Review (BOR) to order.
2. Roll call.
3. Confirmation of appropriate BOR and Open Meetings notices.
4. Consider and take possible action to appoint a new chair for the BOR.
5. Select a BOR vice-chair.
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 BOR hearing requests.
11. Filing and summary of Annual Assessment Report by assessor's office.
12. Receipt of the Assessment Roll by clerk from the assessor.
13. Receive the Assessment roll and sworn statements from the clerk.
14. Review the Assessment roll and perform statutory duties:
 - a. Examine the roll
 - b. Correct description or calculation errors
 - c. Add omitted property, and
 - d. Eliminate double assessed property.
15. Discussion/action - certify all corrections of error under state law (Wis. Stats. 70.43).
16. Discussion/action - verify with the assessor that Open Book changes are included in the assessment roll.
17. Allow taxpayers to examine assessment data.
18. 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 BOR hearing waiver to allow the property owner an appeal directly to circuit court,
 - c. Requests to testify by telephone or submit sworn written statement,
 - d. Subpoena requests, and
 - e. Act on any other legally allowed/required BOR matters.
19. Review Notices of Intent to File Objection.
20. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date.
21. Consider/act on scheduling additional BOR date(s).
22. Adjourn (to future date if necessary).

This is an open meeting of the Springdale Town Board. Persons with disabilities needing assistance to attend/participate in the BOR should contact the clerk at (608) 437-6230 at least 48 hours prior to the meeting so that appropriate accommodations can be made.

Posted 9/9/2020