

**VILLAGE OF HOWARDS GROVE
BOARD OF REVIEW
Howards Grove Village Hall
913 Wisconsin Drive, Howards Grove, WI 53083**

**MAY 21, 2018
5:00 – 7:00 p.m.**

AGENDA

- I.** Call to Order.
- II.** Roll Call
- III.** Confirmation of Appropriate Board of Review and Open Meetings Notices.
- IV.** Select A Chairperson.
- V.** Select A Vice-Chairperson.
- VI.** Verify that A Member Has Met the Mandatory Training Requirements.
- VII.** 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).
- VIII.** Review New Laws.
- IX.** Adoption of Policy Regarding the Procedure for Sworn Telephone Testimony and Sworn Written Testimony.
- X.** Adoption of Policy Regarding the Procedure for Waiver of Board of Review Hearing Requests.
- XI.** Filing and Summary of Annual Assessment Report by Assessor's Office.
- XII.** Receipt of the Assessment Roll by Clerk from the Assessor.
- XIII.** Receive Assessment Roll and Sworn Statements from the Clerk.
- XIV.** 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
- XV.** Discussion/Action-Certify all Corrections of Error Under State Law (sec. 70.43, Wis. Stats.).
- XVI.** Discussion/Action-Verify with the Assessor that Open Book Changes are Included in the Assessment Roll.
- XVII.** Allow Taxpayers to Examine Assessment Data.
- XVIII.** 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, Subpoena Requests
 - D.** Act on any Other Legally Allowed, Required Board of Review Matters
- XIX.** Review Notices of Intent to File Objection.
- XX.** Proceed to Hear Objections, if any and if Proper Notice, Waivers Given Unless Scheduled for Another Date.
- XXI.** Consider/Act on Scheduling Additional Board of Review Date(s).
- XXII.** Adjourn

Any person requiring special assistance to participate in this meeting should contact the Clerk/Treasurer at 565-3511 at least 24 hours prior to the meeting so appropriate accommodations can be made.

A quorum of the Howards Grove Village Board may be in attendance at this meeting for informational and discussion purposes only. Under Wisconsin Open Meeting Law, this may constitute a meeting of the Village Board, however, the Village Board will not take action at this meeting.