

**VILLAGE OF MONTICELLO, GREEN COUNTY WISCONSIN**

**NOTICE OF BOARD OF REVIEW MEETING TO BE HELD**

*Thursday, May 31, 2018*

**4:30 P.M. (must be in session a minimum of 2 hours)**

**MONTICELLO VILLAGE HALL BOARD ROOM**

**140 N. MAIN STREET**

**MONTICELLO, WISCONSIN 53570**

**AGENDA:**

1. Call to order
2. Roll call.
3. Confirmation of appropriate Board of Review and Open Meetings notices
4. Select a Chairperson for the Board of Review
5. Select a Vice-Chairperson for Board of Review
6. Verify that a member has met the mandatory training requirements
7. Verify that the Village has an ordinance for the confidentiality of income and expense information provide to the assessor under state law (sec. 70.47(7)(af). [Ordinance 17-0607]
8. Review of new laws [2018]
9. Review ordinance regarding procedure for sworn telephone & written testimony; and waiver of BOR hearing requests [Ordinance 15-0520]
10. Filing and summary of Annual Assessment Report by Assessor's Office
11. Receipt of the Assessment Roll from the Assessor and sworn statement from the clerk
12. 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
13. Discussion/Action – Certify all corrections of error under state law (sec. 70.43 Wis. States)
14. Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll
15. Allow taxpayers to examine assessment data
16. 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 sworn written testimony
  - d. Subpoena requests
  - e. Act on any other legally allowed/required Board of Review matters
17. Review Notices of Intent to File Objections
18. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date
  - a. Swearing in of objector/assessor prior to each hearing
19. Setting future hearings as necessary
20. Adjourn Board of Review

Posted: May 29, 2018 by DaNean Naeger, Clerk/Treasurer

UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AID AND SERVICES. IF A PERSON WITH A DISABILITY REQUIRES THAT THE MEETING MATERIALS BE IN ACCESSIBLE FORMAT, CALL THE MONTICELLO VILLAGE CLERK'S OFFICE AT LEAST 48 HOURS IN ADVANCE TO REQUEST ADEQUATE ACCOMODATIONS. TEL:608-938-4383