



AGENDA
BOARD OF REVIEW
RICHFIELD VILLAGE HALL
4128 HUBERTUS ROAD, HUBERTUS, WISCONSIN
June 28, 2023
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 2023 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 at least one (1) member of the Board of Review has met the mandatory training requirements pursuant to ss 70.46(4) and 73.03(55) Wis. Stats.
6. Select a Board of Review Chairperson
7. Select a Board of Review Vice-Chairperson
8. Discussion and necessary action to approve the Minutes of the Board of Review Meeting held on June 6, 2023
9. Verify that the Village has an Ordinance for the Confidentiality of Income and Expense Information under State Law-sec. 70.47(7)(af).
10. Chairperson and Board of Review Clerk to outline Board of Review Hearing Procedures
11. Assessors Report
12. Review of New Laws
13. Receipt of the 2023 Assessment Roll by Clerk and Sworn Affidavit from the Village Assessor
14. Review the 2023 Assessment Roll and Perform Statutory Duties:
 - a. Examine the roll
 - b. Correct description or calculation errors (if warranted)
 - c. Add omitted property(ies) (if warranted)
 - d. Eliminate double assessed property(ies) (if warranted)
15. Discussion/Action – Certify all corrections of error under state law ([sec. 70.43, Wis. Stats.](#))
16. Discussion/Action – Verify with the Assessor that Open Book changes are included in the Assessment Roll presented.
17. Allow taxpayers to examine assessment data
18. During the first two (2) hours, consideration, and adoption of policy regarding the procedure for:
 - a. Waivers of the required 48-hour notice of intent to file an objection when there is good cause,
 - b. Requests for Board of Review hearing waiver to allow the property owner, its representative, or agent, an appeal directly to circuit court,
 - c. Requests for sworn telephone testimony and sworn written testimony,
 - d. Subpoena request, and
 - e. Act on any other legally allowed/required Board of Review matters.
19. Review Notices of Intent to File Objection
20. Proceed to hear objections, if any, and if proper notice/waiver given unless scheduled for another date
21. Consider Assessor's request for Subpoena(s) (as needed).
22. Discussion/Action on scheduling additional Board of Review Date(s) (if needed)
23. Discussion/Action to approve the 2023 Assessment Roll as corrected by the Assessor (If corrections were made)
24. Adjournment (to future date if necessary) or if none, adjourn sine die.

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 (262) 628-2260 or www.richfieldwi.gov with as much advance notice as possible.