



AGENDA
BOARD OF REVIEW
RICHFIELD VILLAGE HALL
4128 HUBERTUS ROAD, HUBERTUS WISCONSIN
JULY 19, 2016
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. Verification of Compliance With Open Meeting Law
4. Pledge of Allegiance
5. Approval of Minutes May 23, 2016
6. Confirmation of appropriate Board of Review and Open Meetings notices
7. Verify that a member has met the mandatory training requirements
8. Update from Assessor's Office
9. Review the 2016 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.
10. Discussion/Action – Certify all corrections of error under state law (sec. 70.43, Wis. Stats.)
11. Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll
12. Allow taxpayers to examine assessment data
13. 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. Act on any other legally allowed/required matters
14. Review Notices of Intent to File Objection.
15. Proceed to hear objections, if any.
16. Consider/act on scheduling additional Board of Review Date(s)
17. Adjournment

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.

1. Call Board of Review to Order

The meeting was called to order by Chairwoman Carol Robinson at 5:02 pm

2. Verification of Compliance With Open Meeting Law

Deputy Clerk Johnson verified that the meeting was posted per statute at three local post offices and the Village Hall. Digital copies of the agenda were sent to the West Bend Daily News, Germantown Express News, Hartford Times Press, and the Milwaukee Journal Sentinel.

3. Roll Call

Present: Chairwoman Carol Robinson, Vice Chairwoman Sandy Voss, Rick Hillmann, Thomas Lechner, Sandy Stuetzgen, Alternate Donald Filipiak, and Alternate Trustee Rock Brandner.

Also present: Village Administrator/Clerk Jim Healy, Deputy Clerk Laura Johnson, Administrative Services Coordinator KateLynn Schmitt, and Associated Appraisal Project Manager Dean Peters

4. Approval of Meeting Minutes - July 21, 2015

Motion by Rick Hillmann to approve the minutes of the July 21, 2015 meeting; Seconded by Vice Chairwoman Sandy Voss; Motion carried unanimously.

5. 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))

Chairwoman Carol Robinson confirmed by reading aloud a portion of Chapter 40 in the Village Code in Finance and Taxation that relates to such income and expense information that is provided to the Assessor shall be held by the Assessor on a confidential basis

6. Review of new laws and update from Assessor's Office

Assessor Dean Peters the Board of Review procedures for the new laws regarding sworn oral testimony, 2016 Board of Review timeline, procedures for the July 19, 2016 Board of Review meeting and answered any questions of the Board members.

7. Adjournment to July 19, 2016 at 5:00 P.M.

Motion by Sandy Voss to adjourn the Board of Review until July 19, 2016 at 5:00 pm; Seconded by Rick Hillmann Motion carried unanimously at 5:19 pm.

Respectfully submitted,

Laura Johnson
Deputy Clerk