

# OPEN MEETING NOTICE

MONDAY, SEPTEMBER 15, 2025 from 3:00 – 5:00 P.M.

*Pursuant to Wis. stat 985.02(2), the final agenda is posted at the Springdale Town Hall and at [springdalewi.gov](http://springdalewi.gov). This meeting will be held in-person at Town Hall (2379 Town Hall Rd.)*

*Any person wishing to attend this meeting who, because of disability, requires special accommodations, should contact the administrator/clerk at (608) 437-6230, or [adminclerk@springdalewi.gov](mailto:adminclerk@springdalewi.gov).*

## AGENDA

- 1. Call BOR to order**
- 2. Certification of compliance with BOR and Open Meetings notices**
- 3. Quorum present**
- 4. Selection of BOR chair/vice chair**
- 5. Verification of at least one BOR member having met the annual mandatory training requirements**
- 6. Verification of ordinance for confidentiality of income and expense information provided to the assessor under state law (Wis. Stat. 70.47(7)(af)).**
- 7. Verification of policies for sworn written/telephone testimony and waiver of BOR hearing requests**
- 8. Filing and summary of annual assessment report by assessor's office**
- 9. Approve minutes from 2025 Board of Review meet to adjourn**
- 10. Receipt of assessment roll by clerk from the assessor**
- 11. Receive assessment roll and sworn statements from the clerk**
- 12. Review 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.
- 13. Discussion/action - certify all corrections of error under state law (Wis. Stat. 70.43)**
- 14. Discussion/action - verify with assessor that Open Book changes are included in the assessment roll**
- 15. Allow taxpayers to examine assessment data**
- 16. 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.
- 17. Review Notices of Intent to File Objection**
- 18. Proceed to hear objections and proper notice/waivers given (unless scheduled for another date)**
- 19. Consider/act on scheduling additional BOR date(s)**
- 20. Adjourn (to future date if necessary)**

*Post:*

*7/22/25 open meeting notice posted outside Town Hall, online and Mt. Horeb Mail notified*

*5/5 and 7/21/25 meet to adjourn notice posted on Town Hall door*

*4/14/25 BOR notice of incomplete assessment roll with BOR date and time posted outside Town Hall and online*

*-Jackie Arthur, Admin/Clerk*