

**Town of Springdale**  
**Open Meeting Notice**

*9/17/2020, Board of Review, 4-6 p.m.*

Thursday, September 17 2020 the Springdale Board of Review will convene at 4:00 p.m. and will last (at least) until 6:00 p.m. This 2 hour meeting of the Board of Review is open to the public at Town Hall, 2379 Town Hall Rd. Mt. Horeb, 53572. Individuals with disabilities who may need accessibility arrangements should contact the Town Clerk at (608) 437-6230 at least 24 hours in advance. As a courtesy, the BOR agenda is copied below. **Please note that, due to COVID-19, no hearings will be held on 9/17.** Those who have made prior arrangements for a BOR hearing will be contacted and the public will be notified of the future date to be determined.

1. Call Board of Review (BOR) to order.
2. Roll call.
3. Confirmation of appropriate BOR and Open Meetings notices.
4. Consider and take possible action to appoint a new chair for the BOR.
5. Select a BOR vice-chair.
6. Verify that a member has met the mandatory training requirements.
7. Verify that the Town has an ordinance for the confidentiality of income and expense information provided to the assessor under state law (sec.70.47(7)(af).
8. Review of new laws.
9. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony.
10. Adoption of policy regarding the procedure for waiver of BOR hearing requests.
11. Filing and summary of Annual Assessment Report by assessor's office.
12. Receipt of the Assessment Roll by clerk from the assessor.
13. Receive the Assessment roll and sworn statements from the clerk.
14. Review the 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.
15. Discussion/action - certify all corrections of error under state law (Wis. Stats. 70.43).
16. Discussion/action - verify with the assessor that Open Book changes are included in the assessment roll.
17. Allow taxpayers to examine assessment data.
18. 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 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.
19. Review Notices of Intent to File Objection.
20. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date.
21. Consider/act on scheduling additional BOR date(s).
22. Adjourn (to future date if necessary).

*Posted 9/15 at Springdale Town Hall and Town of Springdale website*

*Jackie Arthur, Administrator/Clerk*