

**TOWN OF BARNES
BOARD OF REVIEW
Monday – June 18, 2018
9:00 AM in the Barnes Town Hall**

Agenda

- 1) Call the Board of Review to Order
- 2) Roll Call to establish a quorum
- 3) Confirmation of appropriate Board of Review and Open Meetings notices
- 4) Election a Chairperson and Vice Chairperson
- 5) Verify that a member has met the mandatory training requirements
- 6) Filing and summary of Annual Assessment Report by Assessor's Office
- 7) Receive the Assessment Roll clerk from the Assessor
- 8) Review the Assessment Roll and Perform Statutory Duties:
 - Examine the roll,
 - Correct description or calculation errors,
 - Add omitted property, and
 - Eliminate double assessed property
- 9) Discussion/Action – Certify all corrections of error under state law (sec. 70.43, Wis. Stats.).
- 10) Discussion/Action – Verify with the assessor that open book changes are included in the Assessment Roll
- 11) Allow taxpayers to examine assessment data
- 12) During the first two hours, consideration of:
 - Waivers of the required 48-hour notice of intent to file an objection when there is good cause,
 - Requests for waiver of the BOR hearing allowing the property owner an appeal directly to circuit court,
 - Requests to testify by telephone or submit sworn written statement,
 - Subpoena requests, and
 - Act on any other legally allowed/required Board of Review matters
- 13) Review Notice of Intent to File Objection, if any
- 14) Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date
- 15) Consider/Act on scheduling additional Board of Review Date(s) (if necessary)
- 16) Adjourn the 2018 Board of Review (to future date if necessary)

NOTICE

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.

REQUEST FROM PERSONS WITH DISABILITIES WHO NEED ASSISTANCE TO PARTICIPATE IN THIS MEETING OR HEARING SHOULD BE MADE TO THE BARNES CLERK'S OFFICE WITH AS MUCH ADVANCE NOTICE AS POSSIBLE.

Submitted by: Judy Bourassa, Clerk-Treasurer
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