



BOARD OF REVIEW ANNUAL MEETING  
Tuesday, June 25, 2019  
6 pm  
Village of Brooklyn - 210 Commercial Street

1. Call to order at 6 pm
2. Roll Call.
3. Confirmation of appropriate Board of Review and Open Meetings notices.
4. Verify that a member has met the mandatory training requirements.
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)).
6. Review of new laws.
7. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony.
8. Adoption of policy regarding the procedure for waiver of Board of Review hearing requests.
9. Filing and summary of 2019 Annual Assessment Report/Roll by Accurate Appraisal.
10. Receipt of the 2019 Assessment Roll
11. Review the Assessment Roll and Perform Statutory Duties:
  - Examine the Roll,
  - Correct Description or Calculation Errors,
  - Add Omitted Property, and
  - Eliminate Double Assessed Property.
12. Discussion/Action – Certified all corrections of error under state law (sec. 70.43).
13. Discussion/Action – Verify with the assessor the Open Book changes are include in the Assessment Roll.
14. Approval of the 2019 Assessment Roll.
15. Allow taxpayers to examine assessment data.
16. 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 Board of Review 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.

17. Review Notice of Intent to File an Objection.
18. Hear cases for all Property Assessment Objection Forms filed.
19. Consider cases for Property Assessment Objection Forms filed at the Board of Review (waive 48-hour notice).
20. Consider/Act on scheduling additional Board of Review Dates(s).
21. Adjournment.

Posted 6-20-19

NOTE:

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 any persons with disabilities who need assistance to participate in this meeting should be made to the Clerk's office at 608-455-4201.