



## **BOARD OF REVIEW ANNUAL MEETING**

Tuesday, June 16, 2020 at 6 pm

Community Building – Lower Level - 102 North Rutland Ave.

In-person, online or via phone attendance available

Please take notice that there will be a public meeting of the above governmental body, on the date, time and place indicated above, for purposes of considering the subject matter set forth in the following agenda:

**Some Village Committee Meetings are starting to meeting in person but we will also provide availability to attend via GoToMeeting. Please follow the links/phone number below to participate in the hearing and meeting. (We recommend testing the link before the meeting time. If you have any questions, please call the Clerk's Office at 455-4201 ext. 1 or 2.)**

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/450540069>

**You can also dial in using your phone.**

United States: [+1 \(786\) 535-3211](tel:+17865353211)

**Access Code:** 450-540-069

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<https://global.gotomeeting.com/install/450540069>

1. Call to order at 6 pm
2. Roll Call.
3. Elect Chairperson for the Annual Board of Review Meeting.
4. Elect a Vice-Chairperson for the Annual Board of Review.
5. Confirmation of appropriate Board of Review and Open Meetings notices.
6. Verify that a member has met the mandatory training requirements.
7. Filing and summary of 2020 Annual Assessment Report/Roll by Accurate Appraisal.
8. Receipt of the 2020 Assessment Roll
9. Review the Assessment Roll and Perform Statutory Duties:
  - Examine the Roll,
  - Correct Description or Calculation Errors,
  - Add Omitted Property, and
  - Eliminate Double Assessed Property.
10. Discussion/Action – Certified all corrections of error under state law (sec. 70.43).
11. Discussion/Action – Verify with the assessor the Open Book changes are include in the Assessment Roll.

12. Approval of the 2020 Assessment Roll.
13. Allow taxpayers to examine assessment data.
14. 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.
15. Review Notice of Intent to File an Objection.
16. Hear cases for all Property Assessment Objection Forms filed.
17. Consider cases for Property Assessment Objection Forms filed at the Board of Review (waive 48-hour notice).
18. Consider/Act on scheduling additional Board of Review Dates(s).
19. Adjournment.

Posted 6-11-20

**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.