

# *Town Of Rice Lake*

*Barron County, Wisconsin*

## **2020 BOARD OF REVIEW AGENDA**

**April 29, 2020, 6:00 P.M. – 8:00 P.M.**

Notice is hereby given that the Board of Review for the Town of Rice Lake, Barron County, shall hold its first meeting on Wednesday, April 29, 2020 from 6:00 p.m. to 8:00 p.m. Due to Extenuating circumstances of the COVID-19 virus, the 2020 Board of Review will be conducted via telephone for 2020. This is subject to change due to CDC recommendations on public gatherings. For Board of Review inquiries, to file an "Objection to Real or Personal property Assessment" form, or to be heard at the Board of Review via phone, please contact the Town Clerk, Janet Tomesh at 715-234-8087. Please contact the Assessor, Kelly Owen at 715-643-2081 or Town Clerk with any questions. If necessary, additional dates will be used to reconvene said meeting, as determined by the Board.

1. Chairman instructs clerk to begin recording.
2. Call to order by Chairman: "The Board of Review for the Town of Rice Lake is now open. The date is April 29, 2020 and the time is 6:00 p.m."
3. Clerk to take roll call (each member affirms presence orally): Dean Borofka, Tom Field, Peter Gallagher, Don Putnam, Dave Crotteau and alternate member Stan Buchanan.
  - Acknowledgement by Chairman that the clerk is appointed, and therefore, not a qualified member of the board of review. Stan Buchanan has been appointed as a member from the alternate members listed in Ordinance #11-101 to serve on the 2020 board of review.
4. Chairman requests election of Chairperson. (someone is nominated, seconded and voted upon).
5. Chairman requests election of Vice Chairperson. (someone is nominated, seconded and voted upon)
6. Chairman requests verification that the mandatory training requirements have been met – Clerk to state names of those members who are certified.
7. Chairman requests clerk to affirm that public notice of meeting was properly posted and published.
8. Chairman asks clerk when the assessment roll was received and examined. Are there any obvious errors, double assessments, or omitted assessments?
9. Chairman asks clerk when open book was held, and requests confirmation that the assessor was present for at least a two hour period, and that booklets "Guide For Property Owners" and "Property Assessment Appeal Guide..." were available to the public.
10. Chairman asks clerk if the assessor has signed the affidavit in the assessment roll?
11. Chairman asks clerk or assessor, if notices of changed assessments were sent at least 15 days before this meeting?
12. Chairman asks the assessor what level of assessment the town is at this year in 2020?
13. Chairman asks the clerk if the town has an ordinance regarding confidentiality?
14. Chairman asks the clerk if any objections have been filed? Clerk reads the order in which hearings have been scheduled or states that no objections have been filed or notice of such received. (Objectors have been assigned times as objection forms were submitted. Any late filers will be heard in the order they arrive with consent from assessor to waive the 48 hour notice requirement.)
15. Conduct hearings (the following shall be administered for each objection filed):
  - Clerk introduces the case by stating the Assessment year and reading the basic information into the record including tax parcel #, property address, property owner/objector, mailing address, assessed value (land, improvements & total) of subject property as of Jan. 1, 2020, confirm whether 48 hours notice of hearing was given to objector or that notice was waived by assessor and objector, board of review members present (note who's certified), members removed, and attorneys or representatives present.
  - Clerk asks all parties who are going to testify to stand and be sworn.
  - Clerk to swear all witnesses, including Assessor - (Do you all solemnly swear, in the matter now on hearing, to tell the truth, the whole truth and nothing but the truth, so help you God?)
  - Clerk to state names of all sworn witnesses for the record.
  - Clerk asks the assessor to state the estimated level of assessment for the current year.

- Clerk to keep a list of persons speaking and in the order in which they speak.
- Chair to read the notice to Taxpayers into the record.
- Chair to ask the Objector to state their name for the record and to present their case.
- Chair to ask the assessor if he/she has any questions of the Objector.
- Chair to ask the Board of Review if they have any questions of the Objector.
- Chair to ask the Objector if there are other witnesses in support of the Objector that would like to testify. Each Witness must state their name for the record.
- Chair to ask the assessor if he/she has any questions of the Objector's Witness.
- Chair to ask the Board of Review if they have any questions of the Objector's Witness.
- Chair to ask the Assessor to present his/her case.
- Chair to ask the Objector if he/she has any questions of the Assessor.
- Chair to ask the Board of Review if they have any questions of the Assessor.
- Chair to ask the Objector if there is any additional testimony.
- Chair to ask the Assessor if there is any additional testimony.
- Chair to ask the Objector to briefly summarize the case.
- Chair to ask the Assessor to briefly summarize the case.
- Chair to close Testimony with statement on the record to close (No further testimony may be heard)
- Chair to lead the Board of Review in Discussion by following through the Findings of Fact, Determinations, and Decisions Sheet.
- Chair to ask for a Motion based on discussion.
- Chair to call for a Roll Call Vote on the Motion.
- Chair to state the result of Decision based on Motion.
- Clerk to provide "Notice of Determination" to Objector.

16. Set another hearing date, if necessary, for written objections filed but not heard.

17. Adjourn:

- A. If no objectors were heard, Chairman states "It is now on or after 8pm on April 29, 2020, having had no objectors, the Board of Review is now closed".
- B. If all objectors were heard, Chairman states "It is now on or after 8pm on April 29, 2020, having heard all objectors, the Board of Review is now closed".
- C. If all objectors were not heard, Chairman states "It is now on or after 8pm on April 29, 2020, and being that time did not allow for all objections to be heard, the board of review will reconvene on \_\_\_\_\_, 2020 at \_\_\_\_\_ am/pm to complete the hearings on file.

Janet Tomesh, Clerk/Treasurer  
Posted: 4/8/20