

# *Town Of Rice Lake*

*Barron County, Wisconsin*

## **2022 BOARD OF REVIEW AGENDA**

**May 2, 2022, 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 Monday, May 2, 2022 from 6:00 p.m. to 8:00 p.m. 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 May 2, 2022 and the time is 6:00 p.m."
3. Roll call (each member affirms presence orally): Dean Borofka, Brooke Harycki, Peter Gallagher, Don Putnam, Dave Crotteau and Stan Buchanan (appointed alternate member).
  - Chairman to acknowledge 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 2022 board of review.
4. Election of Chairperson. (someone is nominated, seconded and voted upon).
5. Election of Vice Chairperson. (someone is nominated, seconded and voted upon).
6. Verification that the mandatory training requirements have been met – Clerk to state names of those members who are certified.
7. Clerk to affirm that public notice of meeting was properly posted and published.
8. Clerk states the assessment roll was received and examined. Are there any obvious errors, double assessments, or omitted assessments?
9. Clerk to state when open book was held, and affirms 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. Clerk affirms that the assessor has signed the affidavit in the assessment roll?
11. Chairman asks 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 2022?
13. Clerk affirms that the town has an ordinance regarding confidentiality?
14. Clerk states 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):
  - The Chairman asks the Clerk to introduce the case. Clerk states the Assessment year and reads the basic information into the record including property owner/objector, property owner/objector address of residence, address of the property in question, tax parcel #, classification of subject property (residential, commercial, manufacturing, agricultural, undeveloped, ag forest, productive forest land or other per Wis. Stat 70.32), the assessed value from the current year assessment roll (land, improvements & total) of subject property as of Jan. 1, 2022, confirm whether 48 hours notice of hearing was given to objector or that notice was waived by assessor and objector, announce board of review members present (note who's certified), members removed, and attorneys or representatives present.
  - Clerk to swear in the witnesses
  - Clerk asks all parties who are going to testify to stand and be sworn.

- Clerk states: Would all persons, including the assessor, intending to provide testimony for this hearing please raise your right hand to be sworn - (Do you all solemnly swear or affirm that the testimony which you shall give in the matter now on hearing shall be the truth, the whole truth and nothing but the truth, so help you God?)
- Clerk asks all persons that were just sworn in to state their name and address for the record. (Start with the objector, any objector's witnesses, assessor, and assessor's witness (if any)).
- 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 and complete the Findings of Fact, Determinations, and Decisions Sheet (Parts A & B).
- 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 (Parts C & D).
- Chair to ask for a Motion based on discussion, and a second to the motion.
- 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 May 2, 2022, 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 May 2, 2022, 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 May 2, 2022, and being that time did not allow for all objections to be heard, the board of review will reconvene on \_\_\_\_\_, 2022 at \_\_\_\_\_ am/pm to complete the hearings on file.

Janet Tomesh, Clerk/Treasurer  
Posted: 4/18/22