

TOWN OF HOLLAND NOTICE OF MEETING

ORGANIZATION: Town Board
DATE: Wednesday, May 30, 2018
TIME: 4:30 p.m. (must be in session a minimum of 2 hours)
PLACE: Town Hall Board Room, W7937 County Road MH
PURPOSE: Board of Review

1. Call Board of Review to order
2. Roll call
3. Confirmation of appropriate Board of Review and Open Meetings notices
4. Select a Chairperson for Board of Review
5. Select a Vice Chairperson for Board of Review
6. Verify that a member has met the mandatory training requirements
7. Verify that the Town has an ordinance for the confidentiality of income and expense information provided to the assessor under state law
8. Adoption of policy regarding the procedures for sworn telephone testimony, sworn written testimony and for waiver of Board of Review hearing requests (by reference Ordinance #2-2015 and #3-2015)
9. Filing and summary of Annual Assessment Report by Assessor's office
10. Receipt of the Assessment Roll by clerk from the Assessor
11. Receive the Assessment roll and sworn statements from the clerk
12. Review the Assessment roll and perform statutory duties:
 - Examine the roll
 - Correct description or calculation errors
 - Add omitted property
 - Eliminate double assessed property
13. Discussion/action – certify all corrections of error under state law (sec. 70.43, Wis. Stats.)
14. Verify with the Assessor that open book changes are included in the assessment
15. Allow taxpayers to examine assessment data
16. During the first two hours, consideration of any waivers, request to testify by phone or submit sworn written testimony, subpoena requests, or act on any other legally allowed/required Board of Review matters
17. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date
18. Consider/act on scheduling additional Board of Review dates(s) if necessary
19. Adjourn (to future date if necessary)

***CITIZENS' CONCERNS:** The Board may receive information from the public but reserves the right to limit the time that the public may comment and the degree to which members of the public may participate in the meeting.

PERSONS WITH DISABILITIES: If you need accommodation to attend this meeting, call the Town Clerk at 526-3354 as soon as possible.

DATE NOTICE MAILED/EMAILED & POSTED: 5/24/18

Agenda subject to change. Check the Town Hall posting for any changes or addendums.