

**Town of Verona
Board of Review**

Thursday, August 1, 2019 6:00 PM

Town Hall, 7669 County Highway PD, Verona, WI 53593-1035

1. Roll Call
2. Call to Order
3. Approval of Agenda
4. Approval of Meet to Adjourn Minutes from June 7, 2019
5. Announcements
 - a. Purpose and Rules for Board of Review
 - i. Quasi-Judicial review of assessed valuation of property within the Town of Verona; proceedings are recorded
 - ii. Presentation of sworn testimony by complainant and Assessor
 - iii. Determination by Board of Review members
 - iv. Confirmation of certified member training
 - v. Appeal options
 - b. Confirmation of Posting of Public Notice for Open Book and Board of Review
 - i. 2019 Assessment Roll available for review by the public during regular business hours since June 28, 2019 when notification was posted in three locations and emailed to listserv subscribers
 - ii. Open Book held July 16, 2019 from 2:00 PM until 6:00 PM; Notice published June 20, 2019
 - iii. Initial Meet to Adjourn Board of Review meeting was held June 7, 2019 with an adjournment notice posted on the front door of the Town Hall that the first date to hear testimony would be August 1, 2019
 - iv. Board of Review Notice (long) published June 27, 2019
 - v. Confirmation that Instructional Material About the Assessment and Board of Review Procedures was Available During Open Book for Information on How to File an Objection and the Board of Review Procedures under Wisconsin Law
6. Confirmation that the Town of Verona Adopted a Policy to Protect the Confidentiality of Records Supporting the Income Method of Valuation with Ordinance 2000-3
7. Announcement that the Town of Verona Adopted a Procedure for Waiver of Board of Review Hearing Requests and a Procedure for Sworn Telephone or Sworn Written Testimony Requests at the June 7, 2019 Meet to Adjourn Board of Review Meeting
8. Receive the Assessment Roll and Sworn Statements from the Clerk
9. Examine the Roll, Correct Description and Calculation Errors, add Omitted Property, and Eliminate Double-Assessed Property
10. Certify all Corrections of Error Under State Law (sec. 70.43, Wisconsin Statutes)
11. Verify with the Assessor that Open Book Changes are Included in the Assessment Roll
12. Review Assessment and Board of Review Law Updates for 2019
13. Swear in Complainant and Assessor
14. Hear Testimony in the Order Complaints were Received (see attached)
15. Determination
16. Confirmation that Determination Notice(s) Will be Sent to Complainants by Return Receipt Mail
17. Adjourn

The Town of Verona Board of Review is comprised of the Town Chair and Supervisors whose attendance will cause a quorum of the Town Board. However, no formal action will be taken by the Town Board at the above stated meeting other than within their powers as the Board of Review.

If anyone having a qualifying disability as defined by the American with Disabilities Act needs an interpreter, materials in alternate formats, or other accommodations to access these meetings, please contact the Town of Verona Clerk @ 608-845-7187 or jwright@town.verona.wi.us. Please do so at [least 48 hours prior to the meeting so that proper arrangements can be made.](#)

Mark Geller, Town Chair, Town of Verona
Posted: 7/26/2019
Published: 8/01/2019
Revised: 7/30/2019