

**Town of Verona**

**Board of Review**

**Thursday, June 1, 2017 6:30 PM**

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

1. Roll Call
2. Election of Chair
3. Call to Order
4. Approval of Agenda
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. 2017 Assessment Roll available for review by the public during regular business hours since April 6, 2017; Notice posted on the same date and sent to listserv subscribers
    - ii. Open Book held April 20, 2017 from 11:00 AM until 1:00 PM; Notice published April 6, 2017
    - iii. Board of Review Notice published May 18, 2017
    - iv. 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. Election of Alternate Board of Review Member
7. Swear in Complainant and Assessor
8. Hear Testimony in the Order Complaints were Received (see attached)
9. Determination
10. Confirmation that Determination Notice(s) Will be Sent to Complainants by Return Receipt Mail
11. Adjourn

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](mailto: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

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