

**Town of Verona
Board of Review
Thursday, June 4, 2020 6:00 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. Discussion and Possible Action: Resolution 2020-06: Appointment of Town Clerk-Treasurer
 - a. The Town Clerk-Treasurer shall be appointed as provided in §60.30, Wis. Stats., by majority vote of the Town Board for an indefinite terms subject to the pleasure of the Town Board.
6. Approval of Board of Review Minutes from August 1, 2019
7. 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. 2020 Assessment Roll available for review by the public since April 30, 2020 when notification was posted at the Town Hall and on the Town website; the roll was posted on the Associated Appraisal Consultants website since May 4, 2020 and a link was emailed to listserv subscribers on May 8, 2020
 - ii. Open Book held June 22, 2020 from 11:00 AM until 1:00 PM; Notice published June 7, 2020.
 - iii. Board of Review Notice (long) published June 14, 2020
 - 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
8. 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
9. 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
10. Receive the Assessment Roll and Sworn Statements from the Clerk
11. Examine the Roll, Correct Description and Calculation Errors, add Omitted Property, and Eliminate Double-Assessed Property
12. Certify all Corrections of Error Under State Law (sec. 70.43, Wisconsin Statutes)
13. Verify with the Assessor that Open Book Changes are Included in the Assessment Roll
14. Review Assessment and Board of Review Law Updates for 2020
15. Swear in Complainant and Assessor
16. Hear Testimony in the Order Complaints were Received (see attached)
17. Determination
18. Confirmation that Determination Notice(s) Will be Sent to Complainants by Return Receipt Mail
19. 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: 5/14/2020
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Revised: 6/4/2020