

**VILLAGE OF RIVER HILLS
MEETING OF THE BOARD OF REVIEW MINUTES
THURSDAY, AUGUST 6, 2020 AT 8:00 AM**

**This meeting was a virtual meeting through GoToMeeting –
Meeting code 469-858-813**

1. **Call to Order:** The meeting of the Village of River Hills Board of Review was called to order by Nic Padway at 8:12 a.m. to remain in session per Wisconsin State Statutes 70.47(d)(a)(1-2), to receive the assessment roll for 2020 and hear any objections that come before the Board of Review to be heard.
2. **Roll Call:** Roll call was answered by Kathy Dickinson, Tony Enea, Paul Gordon, Nic Padway, and Clerk Tammy LaBorde. Also present were Village Assessor Marty Kuehn of Tyler Technologies and Deputy Clerk Stephanie Waala. Dean Schultz was absent and excused.
3. **Approval of minutes from May 15, 2020 meeting.** Motion by Enea, seconded by Dickinson, to approve minutes from May 15, 2020. Motion carried unanimously.
4. **Confirmation of Appropriate Board or Review and Open Meetings Notices.** The Notice of the meeting was provided as required by State open meetings law and posted on the official bulletin boards and the Village website following the May meeting noting that the meeting date was August 6, 2020 and that Open Book would be held on July 29, 2020.
5. **Verify that a Member has Met the Mandatory Training Requirements.** Clerk LaBorde verified that training was completed by Chairman Schultz and Tammy LaBorde as required per sec. 70.46(4), Wisconsin Statutes. Training was filed with the Department of Revenue.
6. **Discussion Related to Filing and Summary of the Annual Assessment Report by the Assessor.** This item is no longer a requirement, however, Kuehn stated that he completed an interim assessment annual update with new construction updates. This included changes to properties or requests to review current assessments. The Village is at 103% currently and does not require a revaluation, however Kuehn is recommending that the Village do a revaluation to even out values.
7. **Receipt of Assessment Roll and Sworn Statements from the Clerk.** The assessment roll was completed yesterday and a copy of the roll was emailed to each member of the Board of Review. A copy of the assessment roll is available at Village Hall for review. Kuehn was sworn in by Padway as to the validity of the assessment roll as an affidavit had not been completed. Kuehn stated that he performed all the duties of the assessor with respect to the assessment roll. Kuehn forwarded the Assessor's Affidavit to the Clerk and a copy of the signed Affidavit was emailed to each member of the Board.
8. **Review the 2020 Assessment Roll and Perform Statutory Duties**
 - a. **Correct Description or Calculation of Errors**
 - b. **Add Omitted Property**
 - c. **Eliminate Double Assessed Property**

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The Board members reviewed and accepted the 2020 Assessment Roll that was provided and there were no questions. Kuehn stated that there were no errors as the roll balanced to the system that he used; there were no corrections or errors to correct; there were no omitted properties; and there were no double assessed properties.

9. **Discussion and Action to Certify all Corrections of Error Under State Law – Section 70.43, Wisconsin Statutes.** No Action was needed.
10. **Discussion and Action Verifying with the Assessor that Open Book changes are Included in the Assessment Roll.** Kuehn stated that there were five or six people at open book where their issues were dealt with via email or phone and they are all included in the Assessment roll.
11. **Allow Taxpayers to Examine Assessment Data.** A copy of the roll is available for viewing at Village Hall. No residents contacted the Village to review the data.
12. **Discussion and Possible Action Regarding the Following Possible Considerations**
 - a. **Waivers of the Required 48-hour Notice of Intent to File an Objection When There is Good Cause**
 - b. **Request for Waiver of the Board of Review Hearing Allowing the Property Owner an Appeal Directly to the Circuit Court**
 - c. **Request to Testify by Telephone, Video Conference, Submit Sworn Written Statement**
 - d. **Subpoena Requests**
 - e. **Act on Any Other Legally Allowed/Required Board of Review Matter**There were no requests received in the 48 hours prior to the meeting. There were no contacts from residents during the meeting.
13. **Review Notices of Intent to File Objection.** None received. At 8:38 a.m. the Board then waited until 10am to respond to any requests which may be received.

Kathy Dickinson left the meeting at 8:43 a.m. All members remained on the virtual conference.

At approximately 10:00am, the Board asked if anyone had come to Village Hall or tried to join the conference – No residents had made contact.

14. **Discussion and Possible Action to Schedule Additional Board of Review Meeting Date(s).** No action.
15. **Adjourn to Specific Date / Time or Adjourn Sine Die.** Motion by Gordon, seconded by Enea, to adjourn sine die. Motion approved unanimously. The meeting adjourned at 10:12 a.m.

Respectfully submitted,
Tammy LaBorde, Village Manager/Clerk/Treasurer