

TOWN OF BURNS NOTICE OF MEETING

ORGANIZATION: Town Board Meeting*
DATE: Thursday, May 30, 2019
MEETING PLACE: Burns Town Hall, W1313 Jewett Road
TIME OF MEETING: 6:00 pm.
PURPOSE OF MEETING: Special Meeting **for the purpose of calling the 2019 Board of Review into session.**

*Note that some Plan Commission members may be on the Town Board or in attendance at the Town Board meeting.

AGENDA

All items listed include **discussion and possible action:**

1. Call the 2019 Board of Review to order, roll call, proof of posting.
2. Select a Chairperson for Board of Review.
3. Select a Vice-Chairperson for Board of Review.
4. Verify that a member has met the mandatory training requirements.
5. Verify that the Town has an ordinance for the confidentiality of income and expense information provided to the assessor un state law (sec. 70.47(7)(af).
6. Receipt of the Assessment Roll by Clerk from the Assessor.
7. Receive the Assessment Roll and sworn statement from clerk.
8. Review the Assessment Roll and Perform Statutory Duties:
 - a. Examine the roll,
 - b. Correct description or calculation errors,
 - c. Add omitted property, and
 - d. Eliminate double assessed property.
9. Discussion/Action – Certify all corrections of error under state law (sec. 70.43, Wis. Stats.)
10. Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll.
11. Allow taxpayers to examine assessment data.
12. Review Notices of Intent to File Objection.
13. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date.
14. Consider/act on scheduling additional Board of Review Date(s).
15. Adjournment of the 2019 Board of Review.

****CITIZENS' CONCERNS:** The planning commission 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 accommodations to attend this meeting, contact the Town Clerk at 608-385-5436 so that accommodations can be made.

Posted: May 29, 2019
Melissa Hart-Pollock, Clerk