

**Notice and REVISED Agenda of
Board of Review for the VILLAGE OF SHOREWOOD HILLS
Dane County, Wisconsin**

NOTICE IS HEREBY GIVEN that the **Board of Review** for the Village of Shorewood Hills of Dane County meeting, has been scheduled for **Tuesday, September 26, 2017 from 3:00 p.m. to 7:00 p.m.** at Village Hall, 810 Shorewood Boulevard, Madison, WI.

AGENDA

1. Call to Order
2. Roll Call and confirmation training requirement was met
3. Statement of Public Notice
4. Approval of Minutes of the June 14, 2016 and May 30, 2017 BOR meetings
5. Policy regarding allowed form of testimony
6. Hearings of testimony on properties for which an objection form has been filed
7. Deliberations and decisions
8. Acceptance of Assessment Roll
9. Adjournment

NOTICE

Be advised of the following requirements to appear before the Board of Review and procedural requirements if appearing before the Board:

After the first meeting of the Board of Review and before the Board's final adjournment, no person who is scheduled to appear before the Board of Review may contact, provide information to the member of the Board about the person's objection except at a session of the Board.

The Board may not hear an objection to the valuation of property unless, at least 48 hours before the Board's first scheduled meeting, the objector provides to the Village Clerk written or oral notice of an intent of file an objection, except that upon a showing of good cause and the submission of a written objection, the Board shall waive that requirement during the first two hours of the Board's first scheduled meeting with proof of extraordinary circumstances for failure to meet the 48 hour notice requirement.

Objections to the amount or valuation of property shall first be made in writing and filed with Village Clerk within the first two hours of the Board's first scheduled meeting, except that, upon evidence of extraordinary circumstances, the Board may waive that requirement. The Board requires objections to the valuation of property to be submitted on forms approved by the Department of Revenue. The form must state the form includes the valuations of the property in question. The requirement that objections be in writing may be waived by express action of the Board.

When appearing before the Board of Review, the person shall specify, in writing, the person's estimate of the value of the land and of the improvements that are the subject of the person's objection and specify the information that the person used to arrive at that estimate.

No person may appear before the Board of Review, to testify to the Board by telephone or object to a valuation; if that valuation was made by the assessor or the objector using the income method of valuation; unless the person supplies the Assessor all the information about income and expenses, as specified in the Assessor's manual under Sec. 73.03(2a) of Wis. Statutes, that the Assessor requests. The Village of Shorewood Hills has an ordinance for the confidentiality of information about income and expenses that is provided to the Assessor under this paragraph which provides exceptions for persons using information in the discharge of duties imposed by law or the duties of their office or by order of a court. The information that is provided under this paragraph, unless a court determined that it is inaccurate, is not subject to the right of inspection and copying under Sec. 19.35(1) of Wis. Statutes.

The Board shall hear upon oath, by telephone, all ill or disabled persons who present to the Board a letter from a physician, surgeon or osteopath that confirms their illness or disability. No other persons may testify by phone unless the Board, in its discretion, has determined to grant a property owner or his/her representative's request to testify under oath by telephone or written statement.

No person may appear before the Board, testify to the Board by phone, or contest his/her assessment unless, at least 48 hours before the first meeting of the Board, that person provided to the Village Clerk notice as to whether the person will ask for the removal of a member of the Board of Review, and if so, which member, and provides a reasonable estimate of the length of time the hearing will take.

Respectfully submitted,
Colleen Boyle Albrecht, Village Clerk, dated: August 18, 2017