

Board of Review

Meeting Notice and Agenda

Village of Cross Plains

2417 Brewery Road, PO Box 97

Cross Plains, WI 53528

(608) 798-3241

Monday, June 9, 2014

6:45 pm

- I. Call to Order, Roll Call, and Pledge of Allegiance
- II. Selection of a Chairperson
- III. Selection of a Vice-Chairperson.
- IV. Verify that a member has met the mandatory training requirements specified in sec. 70.46(4), Wis. Stats.
- V. Verify adoption of an ordinance for the confidentiality of income and expense information provided to the Village Assessor per Wis. Stats 70.47(7)(af).
- VI. Adjournment

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the Village Hall at (608) 798-3241 or matt@cross-plains.wi.us.

VILLAGE OF CROSS PLAINS

2417 Brewery Road
Cross Plains, WI 53528
(608) 798-3241

Board of Review Notice

NOTICE IS HEREBY GIVEN that the Board of Review for the Village of Cross Plains of Dane County shall hold its first meeting on the 9th day of June, 2014 at 6:45 pm at 2417 Brewery Rd., Cross Plains, WI for the purpose of calling the Board of Review into session during the thirty day period beginning on the 2nd Monday of May, pursuant to 70.47(1) of Wis. Statutes.

Due to the fact the assessment roll is not completed at this time, it is anticipated that the Board of Review will be adjourned until the 14th day of July, 2014 at 5:00 pm.

Instructional material about the assessment and board of review procedures will be available at that time for information on how to file an objection and the board of review procedures under Wisconsin Law.

Dated this 21st day of May, 2014.



Matthew G. Schuenke
Administrator/Clerk-Treasurer

Board of Review Member Training Affidavit Wisconsin Department of Revenue

Remaining time: 29:51

Congratulations!

Your filing was recorded at 2014-04-16 12:34:16.658

Confirmation Number: 0735757 Keep a copy of this number for your records.**Save Your Document - Recommendation:** Save your document right away before the connection to this link closes. You can then view and print it later at your convenience.

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Finished



Affidavit of Attendance

County of DANE
State of Wisconsin

I, BILL BROSIUS {your name}, being first duly sworn do hereby state as follows:

1. That this affiant attended on behalf of the Town/Village/City of CROSS PLAINS County of DANE

2. That this affiant is or is not (circle one) a member of the Board of Review of said town/village/city.

3. That this affiant met the certified training requirement by:

- Attending the Video program on _____ day of _____, 2014
- Accessing a WisLine teleconference program on the _____ day of _____, 2014
- Reviewing the WisLine video/CD and materials on the _____ day of _____, 2014
- Completed the online WisLine program on the _____ day of _____, 2014
- Attending a Board of Review training by JULIE HEIT, who has been certified to teach by the Department of Revenue, on the 11 day of MARCH, 2014.

Dated this 14 day of April, 2014.

Bill Brosius
(Your signature)

Subscribed and sworn before me this _____ day of _____, 2014.

Town or Village Clerk or Town
Chairperson or Notary Public
My commission ends _____

(Give to town, village or city clerk with completed exam to retain on file for next two years.)

Note: Persons swearing to false information are subject to criminal fines or jail under § 946.32 and the Board of Review hearing and deliberations may be found invalid.

Affidavit of Attendance

County of Dane
State of Wisconsin

I, Matt Schwanke {your name}, being first duly sworn do hereby state as follows:

1. That this affiant attended on behalf of the Town/Village/City of CP, County of Dane

2. That this affiant is or is not (circle one) a member of the Board of Review of said town/village/city.

3. That this affiant met the certified training requirement by:

- Attending the Video program on _____ day of _____, 2014
- Accessing a WisLine teleconference program on the _____ day of _____, 2014
- Reviewing the WisLine video/CD and materials on the _____ day of _____, 2014
- Completed the online WisLine program on the _____ day of _____, 2014
- Attending a Board of Review training by Joloe Helt, who has been certified to teach by the Department of Revenue, on the 14th day of April, 2014.

Dated this 15th day of April, 2014.

[Signature]
(Your signature)

Subscribed and sworn before me this _____ day of _____, 2014.

Town or Village Clerk or Town
Chairperson or Notary Public
My commission ends _____

(Give to town, village or city clerk with completed exam to retain on file for next two years.)

Note: Persons swearing to false information are subject to criminal fines or jail under § 946.32 and the Board of Review hearing and deliberations may be found invalid.

- (2) If the fund is to be dissolved, an actuary has determined that all claims that are to be paid from the fund have been paid or a sufficient reserve has been created from the fund to pay such claims; or
- (3) If the fund is to be continued and the type of claims or the amount of coverage of claims by the fund is to be reduced, an actuary has determined, under generally accepted actuarial principles, that the balance in the fund exceeds the amount necessary to pay claims and premiums and the amount transferred is not more than the excess amount.

SECTION 7.02 Property Assessment Procedures.

- (a) **Appointment of Assessor.** The Village Assessor shall be appointed pursuant to Chapter 9, Civil Service, of this Code. In the alternative, a legal entity may be hired by the Village Board to make assessments of Village property. If this is done, an individual employee of the retained entity shall be designated as the Assessor for purposes of performing those functions which impose personal liability upon an assessor. Any individual serving must be certified pursuant to the standards and regulations established by the State Department of Revenue. The Assessor shall take and file the official oath.
- (b) **Valuation of Property.** Real property shall be valued by the Assessor in the manner specified in the Wisconsin Property Assessment Manual provided under Section 73.03(2a), Wis. Stats., from actual view or from the best information that the Assessor can practicably obtain, at the full value which could ordinarily be obtained therefore at private sale. In determining the value, the Assessor shall consider, as to each piece, its advantage or disadvantage of location, quality of soil, quantity of standing timber, water privileges, mines, minerals, quarries, or other valuable deposits known to be available therein, and their value. If on the assessment date any person other than a governmental unit of Wisconsin owns real estate in which a Wisconsin governmental unit has retained mineral rights, timber rights or an easement or any similar interest in such real estate, the value of any such retained right shall be eliminated in determining the assessable value of such property, and such retained interest shall be excepted in the assessment description of such land and in any notice, tax certificate or tax deed following from any such assessment.
- (c) **Assessment Roll.**
 - (1) The Assessor, having fixed a value, shall enter the same opposite the proper tract or lot in the assessment roll. He shall segregate into the following classes on the basis of use and set down separately in proper columns the values of the land, exclusive of improvements, and the improvements in each class:
 - a. Residential.
 - b. Mercantile.
 - c. Manufacturing.

- d. Agricultural.
- (2) When the roll has been completed for the year, the Assessor shall deliver it to the Village Administrator/Clerk-Treasurer, who shall publish a Class 1 notice that the assessment roll is in his office and open for examination during an open book session or sessions to be held at a time approved by the Village Board.
- (d) **Confidentiality of Income and Expense Information Provided to Assessor.** Whenever the Assessor, in the performance of the Assessor's duties, requests or obtains income and expense information pursuant to Section 70.47(7)(af), Wis. Stats., or any successor statute thereto, then such income and expense information that is provided to the Assessor shall be held by the Assessor on a confidential basis; except, however, that the information may be revealed to and used by persons in the discharge of duties imposed by law; in the discharge of duties imposed by office (including but not limited to use by the Assessor in performance of official duties of the Assessor's office and use by the Board of Review in performance of its official duties); or pursuant to order of a court. Income and expense information provided to the Assessor under Section 70.47(7)(af), Wis. Stats., unless a court determines that it is inaccurate, is, per Section 70.47(7)(af), Wis. Stats., not subject to the right of inspection and copying under Section 19.35(1), Wis. Stats.

SECTION 7.03 Board of Review.

- (a) **Makeup.** A Board of Review shall consist of all the members of the Village Board, the Village President and the Village Administrator/Clerk-Treasurer. The Assessor may never be a member of the Board of Review. Two members may hold a hearing, but a majority is required for a quorum when any final action is taken.
- (b) **Board of Review Proceedings.**
 - (1) **Time and Place of Meeting.** The Board of Review shall meet annually at any time during the 30 day period beginning on the second Monday of May, at the Village Municipal Building. A majority shall constitute a quorum, except that two members may hold any hearing of the evidence required to be held by such Board under Section 70.47(8) and (10), Wis. Stats., if the requirements of Section 70.47(9), Wis. Stats., are met.
 - (2) **Notice.** Notice of the time and place of meeting shall be posted by the Administrator/Clerk-Treasurer in at least three public places in the Village and on the door of the Village Municipal Building and published as a Class 1 notice at least 15 days before the meeting.
 - (3) **Open Meetings.** All meetings of the Board of Review shall be publicly held and open to all citizens at all times. No formal action of any kind shall be introduced, deliberated upon or adopted at any closed session or meeting of the Board of Review.

VILLAGE OF CROSS PLAINS

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Open Book Notice

Notice is hereby given that the Village Assessor will hold an Open Book of the Village's 2014 assessment records pursuant to Sec 70.45, Wis. Stats. The assessment roll will be open for examination on June 17, 2014 from 1:00 pm to 4:00 pm at the Village Hall, 2417 Brewery Road, Cross Plains, WI 53528.

The Village Assessor will be present and available to answer questions during the Open Book meeting. In addition, instructional information and objection forms will be available during this time. These documents will assist property owners in the event they find it necessary to schedule a hearing before the Board of Review. Property owners are strongly encouraged to attend the Open Book meeting before making an appearance before the Board of Review.

Please contact Village Assessor Associated Appraisal Consultants, Inc. at 800-721-4157 to set up an appointment.

Dated this 5th day of June, 2014.



Matthew G. Schuenke
Administrator/Clerk-Treasurer