



## NOTICE OF BOARD OF REVIEW MEETING

Notice is hereby given that the BOARD OF REVIEW of the Turtle Lake Village Board will meet on **Monday, April 27, 2019, 10:30 AM – 12:00 PM**, at Village Hall, in the Municipal Chambers, located at 114 Martin Avenue East. The Committee will consider the following items:

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. REVIEW OF AGENDA**

**IV. PUBLIC COMMENT**

**V. UNFINISHED BUSINESS:**

None

**VI. NEW BUSINESS:**

Consideration and Possible Action on Scheduling Additional Board of Review Date(s)

- A. Confirmation of Fulfilling Notice Obligations
- B. Selection of Vice-Chairperson for the Board of Review
- C. Confirmation of Fulfilling Mandatory Training Requirements
- D. Confirmation of Village Ordinance for Confidentiality of Income and Expense Information and Adopted Policies regarding Waiver of Hearing Requests and Sworn Telephone/Written Testimony
- E. Review of New Laws
- F. Filing and Summary of Annual Assessment Report by Assessor's Office
- G. Receipt of the Assessment Roll by Clerk from the Assessor
- H. Receive the Assessment Roll and Sworn Statements from the Clerk
- I. Review the Assessment Roll and Perform Statutory Duties:
  - Examine the roll,
  - Correct description or calculation errors,
  - Add omitted property, and
  - Eliminate double assessed property.
- J. Discussion and Possible Action - Certify All Corrections of Errors
- K. Discussion and Possible Action - Verify with the Assessor that Open Book Changes are Included in the Assessment Roll
- L. Allow Taxpayers to Examine Assessment Data
- M. Consideration of the following:
  - Waivers of the 48-hour Notice of Intent to File an Objection
  - Requests for Waiver of the BOR Hearing
  - Requests to Testify by Telephone or Submit Sworn Written Statement
  - Subpoena Requests
  - Act on Any Other Legally Allowed/Required Board of Review Matters
- N. Review Notices of Intent to File Objection
- O. Proceed to Hear Objections, if any and if proper notice/waivers given unless scheduled for another date
- P. Consideration and Possible Action on Scheduling Additional Board of Review Date(s)

**VII. ADJOURNMENT**

Prepared by: Ardith Story, Clerk-Treasurer

**NOTICE OF QUORUM OF THE VILLAGE BOARD**

Notice is hereby given that there may be a quorum of the Village Board of Trustees in attendance of the above-noticed meeting. Other trustees may be in attendance at this committee meeting but are present for observational purposes only and Trustees who are not members of the Committee shall not participate in the Committee's discussion, and no action shall be taken by the Village Board of Trustees during this meeting.