

TOWN OF HILES

Ordinance # 05-99

Town of Hiles Assessor Ordinance

Section 1: Title/Purpose

This ordinance is entitled the ‘Town of Hiles Town Assessor Ordinance’. The purpose of this ordinance is to define the procedures under which the Town of Hiles selects an appointed assessor and to generally describe the duties of the Assessor of the Town of Hiles.

Section 2: Authority

The Town Board of the Town of Hiles has the specific authority, powers, and duties, pursuant to Sec. 60.10 and 60.307, Wis. Stats., and has with the authorization of the Town meeting, additional statutory authority, powers, and duties related to assessors. The electors of the Town of Hiles have, by authorization of the Town meeting of April 13, 1999 provided the authority and power to the Town Board of the Town of Hiles to select and retain Town Assessors.

Section 3: Adoption of Ordinance

The Town Board of the Town of Hiles has, by the adoption of this ordinance, confirmed the specific statutory authority, powers and duties established in Chapter 60, 66, 70, and 79 Wis. Stats., and has established, pursuant to the above noted chapters and this ordinance, other statutory authority, powers and duties of the Town Assessor of the Town of Hiles. The Town Board of the Town of Hiles has the authority to select and retain assessors. The Town Board of the Town of Hiles shall appoint the Town Assessor and his/her assistants or an independent contractor assessor on the basis of merit, experience, and general qualification. The term of appointment for the assessor and the contract made with the assessor will be for a period not to exceed three years.

Section 4: General Statutory Authority, Powers and Duties of Town Assessor

The Town Assessor of the Town of Hiles shall have all the statutory authority, powers, and duties for property tax assessment required of the Town Assessor pursuant to Chapters 60, 66, 70, and 79 Wis. Stats.

In general it is expected that the Town Assessor will be familiar with the local conditions in the Town of Hiles and perform all work in a complete and professional manner to maintain accurate values for real and personal property within the Town in accordance with the “Wisconsin Property Assessment Manual” as provided in Wis. Stats. 70.32 and 70.34. This includes responsibilities such as, but not necessarily limited to the following:

- 1) Maintain Property Record Cards for real property within the Town adequate to support the

value of each property parcel.

- 2) Value improvements and new construction using generally acceptable appraisal practices, cost manuals, and software packages.
- 3) Conduct annual open book conferences.
- 4) Attend annual Board of Review and testify on behalf of assessed property values.
- 5) Prepare real and personal property assessment roll and deliver completed roll to the Town Clerk on or before the first Monday in May unless another date is agreed to by the Board.
- 6) If requested, meet with the Town Board of Supervisors to discuss property assessment practices for the Town and status of valuations within the Town.
- 7) In accordance with a process mutually acceptable to the Town Assessor and the Town Board of Supervisors, assess each Major Class of Property at full value at least once in every five year period and within 10 percent of full value at least once during every four year period per Wis. Stats. 70.05.

Section 5: Effective Date

This ordinance shall be effective upon passage and publication as provided by law.

Adopted this 12th day of May, 1999

Karl Tauer, Town Chairperson

Mike Votis, Town Supervisor

Chuck Hill, Town Supervisor

ATTEST _____
Cathleen Votis, Town Clerk