



# Board of Review

*(Statutorily must be in session a minimum of 2 hours)*

## MEETING AGENDA

May 1, 2023 - 1:00 PM  
Council Chambers  
3805 S. Casper Dr.

Published 4/24/2023  
Amended 4/26/2023  
Amended 4/28/2023

## AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **CONFIRMATION OF APPROPRIATE BOARD OF REVIEW AND OPEN MEETING NOTICES**
4. **APPROVAL OF MINUTES**
  - A. May 23, 2022 Board of Review Hearing
5. **MATTERS FOR DISCUSSION / ACTION**
  - A. Selection of a Board of Review Chairperson
  - B. Selection of a Board of Review Vice Chairperson
  - C. Verify that at least one Board of Review member has met the annual mandatory training requirements pursuant to Wis. Stats. § 70.46(4) & 73.03(55).
  - D. Verify that the City has an ordinance for the confidentiality of income and expense information provided to the Assessor under state law (Wis. Stat. § 70.47(7)(af)).
  - E. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony.
  - F. Adoption of policy regarding the procedure for waiver of Board of Review hearing requests.
  - G. Receipt of the Assessment Roll by the Clerk from the Assessor and sworn statements
  - H. 2023 City Assessor's Report
  - I. Review of new Assessment Laws, If any
  - J. Review of Assessment Roll and Perform Statutory duties: Examine the Roll, Correct description or calculation errors, add omitted property, and Eliminate double assessed property.
  - K. Discussion / Action - Certify all corrections of error under state law (Wis. Stat. § 70.43)
  - L. Discussion / Action - Verify with the Assessor that open book changes are included in the assessment roll

6. **ALLOW TAXPAYERS TO EXAMINE ASSESSMENT DATA**
7. **DURING THE FIRST TWO HOURS, CONSIDERATION OF:**
  - A. Waivers of the required 48-hour notice of intent to file an objection when there is good cause
  - B. Requests for waiver of the Board of Review hearing allowing the property owner an appeal directly to the Circuit Court
  - C. Requests to testify by telephone or submit a sworn written statement
  - D. Act on any other legally allowed / required Board of Review matters
  - E. Subpoena requests
8. **REVIEW NOTICES OF INTENT TO FILE OBJECTION**
9. **PROCEED TO HEAR OBJECTIONS, IF ANY AND IF PROPER NOTICE/WAIVERS GIVEN UNLESS SCHEDULED FOR ANOTHER DATE**
10. **CONSIDER / ACT ON SCHEDULING ADDITIONAL BOARD OF REVIEW DATE(S)**
11. **ADJOURN (TO FUTURE DATE IF NECESSARY) OR IF NO FUTURE 2023 MEETING SCHEDULED, CLOSE THE 2023 ASSESSMENT ROLL & ADJOURN THE 2023 BOARD OF REVIEW**

**Supplemental Information:**

- *The meeting agenda and agenda packet are available online at [www.NewBerlin.org](http://www.NewBerlin.org). The minutes are published online and are approved at the next regularly scheduled meeting.*
- *It is possible that action will be taken on any of the items on the agenda and that the agenda may be discussed in any order.*
- *You may provide comments to the City Clerk via email at [CitizenComments@NewBerlin.org](mailto:CitizenComments@NewBerlin.org). Comments will be forwarded to the Mayor and members of the governing body. Emailed comments are not read during the meeting.*
- *The City of New Berlin strives to host inclusive, accessible meetings that enable all individuals to engage and participate fully. Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible, please contact City Clerk Rubina R. Medina at (262) 786-8610 or via email at [CityClerk@NewBerlinWI.gov](mailto:CityClerk@NewBerlinWI.gov) at least 48 hours before the scheduled meeting time. Efforts will be made to accommodate the needs of disabled individuals through appropriate aids and/or services.*
- *It is also possible that members of and possibly a quorum 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 in the above notice.*