

# Board of Review MEETING AGENDA



September 26, 2024 - 10:00 AM  
Council Chambers  
3805 S. Casper Dr.

Published: 9/24/2024

## AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DECLARATION OF QUORUM**
4. **CONFIRMATION OF MEETING NOTICES**
5. **CONFIRMATION THAT A BOARD MEMBER HAS FULFILLED THE MANDATORY TRAINING REQUIREMENT**
6. **VERIFICATION THAT THE CITY HAS AN ORDINANCE FOR THE CONFIDENTIALITY OF INCOME AND EXPENSE INFORMATION PROVIDED TO THE ASSESSOR UNDER SEC. 70.47(7)(af), WIS STATS**
7. **ADOPTION OF POLICY REGARDING THE PROCEDURE FOR SWORN TELEPHONE TESTIMONY AND SWORN WRITTEN TESTIMONY**
8. **ADOPTION OF POLICY REGARDING THE WAIVER OF BOARD OF REVIEW HEARING REQUESTS TO CIRCUIT COURT**
9. **RECEIPT OF THE ASSESSMENT ROLL BY THE CLERK FROM THE ASSESSOR**
10. **REVIEW OF NEW ASSESSMENT LAWS, IF ANY**
11. **ANNUAL ASSESSMENT REPORT BY ASSESSOR'S OFFICE**
12. **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. **SUBPOENA REQUESTS**
  - E. **ACT ON ANY OTHER LEGALLY ALLOWED/REQUIRED BOARD OF REVIEW MATTERS**
13. **PROCEED TO HEAR OBJECTIONS, IF ANY AND IF PROPER NOTICE/WAIVERS GIVEN UNLESS SCHEDULED FOR ANOTHER DATE**
14. **REVIEW THE ASSESSMENT ROLL AND PERFORM STATUTORY DUTIES:**
  - A. **EXAMINE THE ROLL**
  - B. **CORRECT DESCRIPTION OR CALCULATION ERRORS**

C. ADD OMITTED PROPERTIES

D. ELIMINATE DOUBLE ASSESSED PROPERTIES

**15. ADJOURN EITHER SINI DI OR ESTABLISH DATE TO RECONVENE**

**Supplemental Information:**

- *The meeting agenda and agenda packet are available online at [www.NewBerlinWI.gov](http://www.NewBerlinWI.gov)*
- *The minutes are published online and are approved at the next regularly scheduled meeting.*
- *Action may be taken on any of the agenda items and the agenda may be discussed in any order.*
- *You may email comments to the City Clerk at [CitizenComments@NewBerlinWI.gov](mailto:CitizenComments@NewBerlinWI.gov). The comments will be forwarded to the mayor and governing body members. The emailed comments are not read during the meeting.*
- *The City of New Berlin is committed to hosting inclusive, accessible meetings. We strive to enable all individuals, regardless of their abilities, to engage and participate fully. If you have a qualifying disability under the Americans with Disabilities Act that requires the meeting to be accessible, please contact the Office of the City Clerk at (262) 786-8610 or via email at [ClerksOffice@NewBerlinWI.gov](mailto:ClerksOffice@NewBerlinWI.gov) at least 48 hours before the scheduled meeting time. We will make every effort to accommodate your needs through appropriate aids and/or services.*
- *It is also possible that members of and possibly a quorum of other municipal governmental bodies may attend the above-stated meeting to gather information; any governmental body will take no action at the above-stated meeting other than the governmental body specifically referred to in the above meeting notice.*