



Board of Review Meeting Agenda

April 30, 2025 - 11:00 AM
Council Chambers
3805 S. Casper Dr.

Published: 4/28/2025

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Declaration of Quorum**
4. **Confirmation of Meeting Notices**
5. **Election of Chairperson**
6. **Election of Vice Chairperson**
7. **Confirmation that One Board Member Has Fulfilled the Mandatory Training Requirement**
8. **Adoption of the Board of Review Rules and Procedures**
9. **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.**
10. **Adoption of Policy Regarding the Procedure for Sworn Telephone Testimony and Sworn Written Testimony**
11. **Adoption of Policy Regarding the Waiver of Board of Review Hearing Requests to Circuit Court**
12. **Receipt of the Assessment Roll by the Clerk from the Assessor**
13. **Review of New Assessment Laws, if Any**
14. **Annual Assessment Report by Assessor's Office**
15. **Review the Assessment Roll and Perform Statutory Duties:**
 - A. Examine the Roll
 - B. Correct Description or Calculation Errors
 - C. Addition of Omitted Properties and Elimination of Double-Assessed Property, if Any
16. **During the First Two Hours of the Board of Review Meeting, Consideration of:**
 - A. Requests for Waiver of the 48-Hour Notice of Intent to File an Objection, Where 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

- 17. Proceed to Hear Objections, if Any and if Proper Notice/Waivers Given, Unless Scheduled for Another Date**
- 18. Adjourn Either Sini Die or Establish Date to Reconvene**

Additional Information

- The agenda packet, including supplemental information related to agenda items, is available online at www.NewBerlinWI.gov. Once finalized by the governing body, approved meeting minutes will also be posted online.
- Agenda items may be taken out of order at the governing body's discretion.
- Members, and possibly a quorum, of other municipal governmental bodies may attend this meeting to gather information. However, no action will be taken by any governmental body other than the one referenced in this notice.
- Accommodations will be provided under the Americans with Disabilities Act (ADA) to meet the needs of individuals with disabilities. If you require assistance or appropriate aids and services, please contact the Office of the City Clerk at (262) 786-8610 with reasonable notice.