



City of Waukesha

City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes - Final

Attend in person
or watch live at
<https://waukesha.legistar.com/Calendar.aspx>

Board of Review

Friday, June 2, 2023

9:00 AM

Council Chambers, City Hall

1. Roll Call

Present 4 - Sarah Smith, Steve Martin, Leonard Miller, and Sarah Wilke

Absent 1 - Christine D'Angelo

2. Confirmation of appropriate Board of Review and Open Meeting Notices.

The Affidavit of Publication was filed.

3. Select Chairperson and Vice Chairperson for Board of Review.

A motion was made by Leonard Miller, seconded by Sarah Wilke, to approve Steve Martin for Chairperson for Board of Review. The motion carried by the following vote:

Aye: 4 - Sarah Smith, Steve Martin, Leonard Miller and Sarah Wilke

Absent: 1 - Christine D'Angelo

3. Select Chairperson and Vice Chairperson for Board of Review.

A motion was made by Leonard Miller, seconded by Sarah Wilke, to approve Sarah Smith for Vice Chairperson for Board of Review. The motion carried by the following vote:

Aye: 4 - Sarah Smith, Steve Martin, Leonard Miller and Sarah Wilke

Absent: 1 - Christine D'Angelo

4. Verify that a member has met the mandatory training requirements.

The Board of Review Member Training Affidavit had been filed with the Dept. of Revenue indicating Sarah Wilke, Steve Martin, Leonard Miller, Sarah Smith, and Christine D'Angelo completed training and submitted their Affidavits.

5. Verify 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.

Julie Gay verified that confidentiality of income and expense information provided to the Assessor under sec. 70.47(7) (af), Wis. Stats is provided for in the City Ordinance.

6. Review new laws.

There were no new laws to discuss.

7. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony.

- A. [ID#23-6780](#) Board of Review Policy On Procedure for Sworn Telephone or Sworn Written Testimony Requests

Attachments: [Procedure for Sworn Telephone or Sworn Written Testimony Requests.pdf 2023](#)

A motion was made by Miller, seconded by Wilke, to approve the Board of Review Policy On Procedure for Sworn Telephone or Sworn Written Testimony Requests. The motion carried by the following vote:

Aye: 4 - Sarah Smith, Steve Martin, Leonard Miller and Sarah Wilke

Absent: 1 - Christine D'Angelo

8. Adoption of policy regarding the procedure of waiver of Board of Review hearing requests.

- A. [ID#23-6781](#) Board of Review Policy on Procedure for Waiver of Board of Review Hearing Requests

Attachments: [Procedure for Waiver of Board of Review Hearing Requests.pdf 2023](#)

A motion was made by Miller, seconded by Smith, to approve the Board of Review Policy on Procedure for Waiver of Board of Review Hearing Requests. The motion carried by the following vote:

Aye: 4 - Sarah Smith, Steve Martin, Leonard Miller and Sarah Wilke

Absent: 1 - Christine D'Angelo

9. Consider / act on scheduling additional Board of Review date(s)

A motion was made by Leonard Miller, seconded by Sarah Smith, to approve the additional Board of Review date(s): June 26th at 9am in Council Chambers. The motion carried by the following vote:

Aye: 4 - Sarah Smith, Steve Martin, Leonard Miller and Sarah Wilke

Absent: 1 - Christine D'Angelo

10. Adjournment

The meeting adjourned at 9:17 am.

A motion was made by Leonard Miller, seconded by Sarah Wilke, to approve adjournment to June 26, 2023. The motion carried by the following vote:

Aye: 4 - Sarah Smith, Steve Martin, Leonard Miller and Sarah Wilke

Absent: 1 - Christine D'Angelo

A majority of the Council members may be in attendance

NOTICE: Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible or that materials at the meeting be in an accessible format, please contact the Public Works department, 48 hours prior to the meeting at 524-3600 or by the Wisconsin Telecommunications Relay System so that arrangements may be made to accommodate the request.