



City of Waukesha

Waukesha City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Agenda - Final

Board of Review

Friday, June 6, 2025

9:00 AM

Council Chambers, City Hall

1. Roll Call
2. Confirmation of appropriate Board of Review and Open Meeting notices.
3. Select Chairperson and Vice Chairperson for Board of Review.
4. Verify that a member has met the mandatory training requirements.
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.
6. Review new laws.
7. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony.

[PC25-0066](#) 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 2025](#)

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

[ID#25-01141](#) Adoption of policy regarding the procedure of waiver of Board of Review hearing requests.

Attachments: [Procedure for Waiver of Board of Review Hearing Requests.pdf 2025](#)

9. Filing and Summary of Annual Assessment Report by Assessor's Office.
10. Receipt of the Assessment Roll by the Clerk from the Assessor.
11. Receipt of the Assessment Roll and sworn statements from the Clerk.
12. 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

13. Discussion / Action - Certify all corrections of error under state law (sec. 70.43, Wis. Stats.).

14. Discussion / Action - Verify with the Assessor that open book changes are included in the assessment roll

15. Allow taxpayers to examine assessment data.

16. 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

[ID#25-01175](#) Offerman Objection

Attachments: [Offerman Objection](#)

[PC25-0076](#) Doubleday Objection

Attachments: [Doubleday Objection](#)

B. Request for waiver of the Board of Review hearing allowing the property owner an appeal directly to the Circuit Court

[PC25-0067](#) Waiver Request - Menards

Attachments: [Menards Waiver Request](#)

C. Requests to testify by telephone or submit sworn written statement

[ID#25-01155](#) Requests to testify by telephone or sworn written statement - Burger King

Attachments: [Burger King](#)

[PC25-0069](#) Requests to testify by telephone or sworn written statement - Lithia Motors

Attachments: [Lithia Motors](#)

[PC25-0070](#) Requests to testify by telephone or sworn written statement - LRG LLC

Attachments: [LRG LLC](#)

[PC25-0071](#) Requests to testify by telephone or sworn written statement - Realty Income

Attachments: [Realty Income](#)

[PC25-0072](#) Requests to testify by telephone or sworn written statement - Wilde Family

Attachments: [Wilde Family 1](#)

[PC25-0073](#) Requests to testify by telephone or sworn written statement - Wilde Family

Attachments: [Wilde Family 2](#)

[PC25-0074](#) Requests to testify by telephone or sworn written statement - MKJEB LLC

Attachments: [MKJEB LLC](#)

D. Subpoena requests

E. Act on any other legally allowed / required Board of Review matters

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

18. Review Notices of Intent to File Objection

19. Proceed to hear objections, if any and if proper notice / waivers given unless scheduled for another date

[ID#25-01156](#) 11:00am - Tracy Foss - 2601 Brookstone Court (Tax Key: 0980.188)

Attachments: [Foss, Tracy](#)

[ID#25-01160](#) 11:30am - Kelly Hazard - 1420 Gabriel Drive, Unit 3 (Tax Key: 0998.081)

Attachments: [Hazard Objection](#)

[ID#25-01161](#) 12:00pm - Mark & Beth Leverence - 827 Conifer Ct (Tax Key: 0985.077)

Attachments: [Leverence Objection](#)

[ID#25-01162](#) 1:00pm - Frank Caliendo - 2214 Avalon Drive (Tax Key: 0964.060)

Attachments: [Caliendo, Frank](#)

[ID#25-01163](#) 1:30pm - Daniel & Donna Brooks - 2933 Devonshire Ct (Tax Key: 0978.022)

[ID#25-01164](#) 2:00pm - Gregory Harder - 3027 Tanglewood Dr (Tax Key: 1372.047)

Attachments: [Harder Objection](#)

[ID#25-01166](#) 2:30pm - Dean Richard - 1436 Big Bend Rd, Unit E (Tax Key: 1350.005)

Attachments: [Richards Objection](#)

[ID#25-01165](#) 3:00pm - David Cerroni - 1909 Tree Line Ct (Tax Key: 0989.049)

Attachments: [Cerroni Objection](#)

20. New Business

21. Adjournment

"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. Attend this meeting in person or watch live at <https://waukesha.legistar.com/calendar.aspx> (due to technical circumstances, the live stream may not always be available).