



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Agenda - Final

### Board of Review

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Monday, May 10, 2021

9:00 AM

City Hall Council Chambers

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1. Call to Order
2. Roll Call
3. Confirmation of appropriate Board of Review and Open Meeting notices.
4. Select Chairperson and Vice Chairperson for Board of Review.
5. Verify that a member has met the mandatory training requirements.
6. 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.
7. Review new laws.
8. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony.
9. Adoption of policy regarding the procedure for waiver of Board of Review hearing requests.
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
  - B. Request 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 sworn written statement
  - 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
20. 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 Fred Abadi, 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.