

**CITY OF CEDARBURG
BOARD OF REVIEW MEETING
JUNE 19, 2024 – 6:00 P.M.**

A meeting of the Board of Review, City of Cedarburg, Wisconsin, will be held on **Wednesday, June 19, 2024 at 6:00 p.m.** at City Hall, W63 N645 Washington Avenue, Cedarburg, WI 53012, in the second floor Council Chambers.

AGENDA

1. **CALL TO ORDER** – Eric Hofhine
2. **ROLL CALL:** Present – Eric Hofhine, Bob Carroll, Mary Kay Bourboulas, Doug Yip, Daniel Salzman, Tim Voeller (alt)

Also Present - Les Ahrens, Catalis and Tracie Sette, City Clerk
3. STATEMENT OF PUBLIC NOTICE
4. Election of Chairperson and Vice-Chairperson
5. Review and Certify Code of Ethics
6. Verify that a member or members have met the mandatory training requirements
7. Verify that the City has an ordinance for the confidentiality of income and expense information provided to the Assessor under State law Sec.70.47(7)(af)
8. Review of any new laws
9. Filing and summary of Annual Assessment Report by Assessor's Office
10. Receipt of the Assessment Roll by Clerk from the Assessor
11. Receive the Assessment Roll and sworn statements from the City Clerk
12. Review of the Assessment Roll and perform Statutory Duties:
 - Examine the Assessment Roll
 - Correct description or calculation errors,
 - Add omitted property, and
 - Eliminate double assessed property
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. Consideration of:
 - Waivers of the required 48-hour notice of intent to file an objection when there is good cause,
 - Requests for waiver of the Board of Review hearing allowing the property owner an appeal directly to circuit court,
 - Requests to testify by telephone or submit sworn written statement,
 - Subpoena requests, and
 - Act on any other legally allowed/required Board of Review matters
17. Review Notices of Intent to File Objections
18. Establish procedures for hearing objections
19. Confirm schedule for hearing objections
20. Hearings and action to be taken on property owner's objections to assessments
21. Consider/act on scheduling additional Board of Review date(s) if necessary
22. Adjournment

UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO
ACCOMMODATE THE NEEDS OF INDIVIDUALS WITH DISABILITIES.
PLEASE CONTACT THE CITY CLERK'S OFFICE AT
(262) 375-7606
E-MAIL: cityhall@cityofcedarburg.wi.gov

MEMBERS – PLEASE NOTIFY THE CITY CLERK'S OFFICE
IMMEDIATELY IF UNABLE TO ATTEND THIS MEETING

06/13/24 tas