



OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal Corporation, or sub-unit thereof.

DAY 1 IN SESSION

Meeting of the: **BOARD OF REVIEW**
Date/Time: **Wednesday, June 5, 2024 at 9:00 A.M.**
Location: **City Hall (407 Grant Street) - Council Chambers**
Members: Marta Stephenson, Monty Raskin, Nan Giese, Pat Esselman, Randy Buchkowski

AGENDA ITEMS FOR CONSIDERATION (All items listed may be acted upon)

- 1 Call the Board of Review ("BOR") to order (Board Clerk)
- 2 Roll Call- Confirmation of appropriate BOR and Open Meetings notices
- 3 Select a Chairperson for BOR
- 4 Select a BOR Vice-Chairperson.
- 5 Verify that a member has met the mandatory training requirements for BOR.
- 6 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)).
- 7 Review of new laws.
- 8 Discussion and Possible action of Board of Review Procedures and updates: review of policy regarding the procedure for sworn telephone testimony and sworn written testimony
- 9 Discussion and Possible action of Board of Review Procedures and updates: review of policy/procedure for waiver of BOR hearing requests
- 10 Filing and summary of Annual Assessment Report by Assessor
- 11 Receipt of Assessment Roll by Clerk from the Assessor
- 12 Receive the Assessment roll and sworn statements from the Clerk
- 13 Review of the Assessment Roll and Perform Statutory Duties:
 - a. Examine the roll;
 - b. Correct description or calculation errors, if any;
 - c. Add omitted property, if any;
 - d. Eliminate double assessed property, if any.
- 14 Discussion/Action - Certify all corrections of error under state law (Wis. Stats. §70.43).
- 15 Discussion/Action: Verify with the assessor that open book changes are included in the assessment roll.
- 18 Allow taxpayers to examine assessment data.
- 19 During the first two hours, consideration and possible action of:
 - a. Waivers of the required 48-hour notice of intent to file an objection when there is good cause
 - b. Requests for BOR hearing waiver to allow the property owner an appeal directly to circuit court
 - c. Requests to testify by telephone or submit sworn written statement
 - d. Subpoena requests, and
 - e. Act on any other legally allowed or required BOR matters.
- 20 Review Notices of Intent to File Objection.
- 21 Proceed to hear objections, if any and if proper notice/ waivers given, unless scheduled for another date.
- 23 Consider/act on scheduling additional BOR Date(s)
- 24 Adjourn (to a future date if necessary) or if none, adjourn sine die.

Kaitlyn A. Bernarde, Board Clerk

IMPORTANT: THREE (3) MEMBERS NEEDED FOR A QUORUM: If you are unable to attend the meeting, please notify Kaitlyn by calling (715) 261-6620 or via email kaitlyn.bernarde@wausauwi.gov.

This Notice was posted on the City of Wausau's website and also in paper copy at City Hall, on the front door of City Hall, at the County Courthouse and emailed to the Daily Herald on 05/28/2024 @ 12:15 p.m.

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the City's ADA Coordinator at (715) 261-6620 or email clerk@wausauwi.gov at least 48 hours prior to the scheduled meeting or event to request an accommodation.

Other Distribution: Media, Council, Rosenberg, City Attorneys, Rubow