



OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Board of Review of the City of New Holstein, Wisconsin will hold a regular or special meeting as indicated on the date, time and location given below.

Meeting of the: **BOARD OF REVIEW OF THE CITY OF NEW HOLSTEIN**
Date/Time: **Tuesday, May 26, 2020 at 5:30 p.m.**
Location: **City Hall, 2110 Washington St, New Holstein, WI 53061**
Members: **Fran Schmitz, Richard Snelson, Brad Hess, Scott Konkle, Mayor Jeff Hebl, and Casey Langenfeld**

MEETING CALLED TO ORDER

1. Meeting Called to Order by Presiding Officer
2. Roll Call by Name.
3. Verification of Notices Posted and Published
4. Election of Chairperson
5. Election of Vice-Chairperson
6. Verification of Training Requirement
7. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony.
8. Adoption of policy regarding the procedure for waiver of Board of Review hearing requests.
9. Summary of the Function of the Board:
 - a. The Board has no authority to change any assessment without the sworn testimony proving the assessor's value is incorrect.
 - b. The Board's function is not one of valuation, but of deciding the validity of facts presented to it orally, under oath.
10. Swearing in of Assessor
11. Examination of Roll, for the Assessor's Affidavit and Signature.
 - a. Examine the roll,
 - b. Correct description or calculation errors,
 - c. Add omitted property, and
 - d. Eliminate double assessed property
12. Discussion/Action – Certify all corrections of error under state law (sec. 70.43, Wis. Stats.)
13. Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll.
14. Allow taxpayers to examine assessment data.
15. Assessor's Annual Report
16. Swearing in and Recording of Objector:
 - a. Waive 48-hour notice of the time of hearing (To be waived by both the objector and city assessor.)
 - b. Objector/Property Owner Testimony
 - c. Assessor's Testimony
 - d. Questions by Either Party or Board Members
 - e. Complete Findings of Fact, Determinations and Decision Form
17. Consider/act on scheduling additional Board of Review Date(s).
18. Actions of the Board

ADJOURNMENT

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate services or assistance. To request this service please contact the City Clerk at 920-898-5766 prior to the meeting.

NOTE: It is possible that members of, and possibly a quorum of members of other committees of the Common Council of the City of New Holstein may be in attendance at the above-mentioned meeting to gather information. No action will be taken by any such groups at the above-mentioned meeting other than the committee specifically referred to in this notice.