



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**
Date/Time: **Thursday, September 18, 2025, at 4:00 p.m.**
Location: **City Hall, 2110 Washington St, New Holstein, WI 53061**

MEETING CALLED TO ORDER

1. Meeting Called to Order by Presiding Officer
2. Roll Call by Name.
Verification of Notices Posted and Published
3. Election of Chairperson
4. Election of Vice-Chairperson
5. Verification of Training Requirement
6. Verifying that the Village has an ordinance for the confidentiality of income and expense information provided to the Assessor under state law (Wis. Stat. sec 70.47(7)(af)).
7. Review of new laws.
8. Adoption of amendment to policy regarding the procedure for sworn telephone testimony and sworn written testimony.
9. Adoption of policy regarding the procedure for waiver of BOR hearing requests.
10. Review the Assessor's level of assessment (Annual Assessment Report or similar document).
11. Receipt of the assessment roll by the Clerk from the Assessor.
12. Receive the Assessment Roll and sworn statements from the Clerk.
13. Review the Assessment Roll and perform statutory duties:
 - a. Examine the roll,
 - b. Correct description or calculation errors,
 - c. Add omitted property, and
 - d. Eliminate double assessed property
14. Discussion/Action – Certify all correction(s) of any error(s) under state law (sec. 70.43, Wis. Stats.)
15. Discussion/Action – Verify with the assessor that open-book changes are included in the assessment roll.
16. Allow taxpayers to examine assessment data.
17. 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. Requests for waiver of the BOR hearing allowing the property owner an appeal directly to the circuit court.
 - c. Requests to testify by telephone or submit a sworn written statement.
 - d. Subpoena requests, and
 - e. Act on any other legally allowed or required BOR matters.
18. Review Notices of Intent to File Objection.
19. Proceed to hear objections, if any, and if proper notice/waivers are given unless scheduled for another date.
20. Consider/act on scheduling additional BOR Date (s).
21. Adjourn (to a future date if necessary).

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.