



**OFFICIAL NOTICE  
CITY OF CEDARBURG  
BOARD OF REVIEW MEETING  
AND OPEN BOOK SESSIONS**

NOTICE IS HEREBY GIVEN that the Open Book for the City of Cedarburg, Ozaukee County, Wisconsin, will take place on **Wednesday, May 22, 2024, from 9:00-11:00 AM** at City of Cedarburg City Hall, W63 N645 Washington Avenue, Cedarburg, WI. Call or email the assessor, Ray Koscak, any time before the end of the Open Book at 262-375-7608, or [rkoscak@cityofcedarburg.wi.gov](mailto:rkoscak@cityofcedarburg.wi.gov). For commercial properties, email the assessor at [valuesol@execpc.com](mailto:valuesol@execpc.com)

NOTICE IS ALSO HEREBY GIVEN that the 2024 assessment roll will be available for review by interested persons beginning Wednesday, May 01, 2024 and will be available for examination between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday in the Assessor's Office at City Hall. If you have any questions or concerns about your assessment, please call the Assessor at (262)375-7608. The Assessor shall have instructional materials available.

Board of Review will be held **Wednesday, June 19, 2024 from 6:00-8:00 PM** at City Hall, W63 N645 Washington Avenue, Cedarburg, WI.

Please be advised of the following requirements to appear before the Board of Review and procedural requirements if appearing before the Board:

1. No person will be allowed to appear before the Board of Review, to testify to the Board by telephone, or to contest the amount of any assessment of real or personal property if the person has refused a reasonable written request by certified mail of the Assessor to enter onto property to conduct an exterior view of such property being assessed.
2. After the first meeting of the Board of Review and before the Board's final adjournment, no person who is scheduled to appear before the Board of Review may contact or provide information to a member of the Board about the person's objection, except at a session of the Board. Open book shall occur no less than 7 days prior to the Board of Review.
3. The Board of Review may not hear an objection to the amount or valuation of property unless, at least 48 hours before the Board's first scheduled meeting, the objector provides to the Board's Clerk written or oral notice of an intent to file an objection, except that upon a showing of good cause and the submission of a written objection, the Board shall waive that requirement during the first 2 hours of the Board's first scheduled meeting, and the Board may waive that requirement up to the end of the 5<sup>th</sup> day of the session or up to the end of the final day of the session if the session is less than 5 days with proof of extraordinary circumstances for failure to meet the 48-hour notice requirement and failure to appear before the Board of Review during the first 2 hours of the first scheduled meeting.
4. Objections to the amount or valuation of property shall first be made in writing and filed with the Clerk of the Board of Review within the first 2 hours of the Board's first scheduled meeting, except that, upon evidence of extraordinary circumstances, the Board may waive that requirement up to the end of the 5<sup>th</sup> day of the session or up to the end of the final day



of the session if the session is less than 5 days. The Board may require objections to the amount or valuation of property to be submitted on the forms approved by the Department of Revenue, and the Board shall require that any forms include stated valuations of the property in question. Persons who own land and improvements to that land may object to the aggregate valuation of that land and improvements to that land, but no person who owns land and improvements to that land may object only to the valuation of that land or only to the valuation of improvements to that land. No person may be allowed in any action or proceedings to question the amount or valuation of property unless the written objection has been filed and that person in good faith presented evidence to the Board in support of the objections and made full disclosure before the Board, under oath, of all that person's property liable to assessment in the district and the value of that property. The requirement that objections be in writing may be waived by express action of the Board.

5. When appearing before the Board of Review, the objecting person shall specify in writing the person's estimate of the value of the land and of the improvements that are the subject of the person's objection and specify the information that the person used to arrive at that estimate.
6. No person may appear before the Board of Review, testify to the Board by telephone, or object to a valuation if that valuation was made by the Assessor or the objector using the income method of valuation, unless the person supplies the Assessor with all the information about income and expenses, as specified in the Assessor's manual under s. 73.03 (2a), Wis. stats., that the Assessor requests. The City of Cedarburg has an ordinance for the confidentiality of information about income and expenses that is provided to the Assessor under this paragraph that provides exceptions for persons using information in the discharge of duties imposed by law or the duties of their officer or by order of a court. The information that is provided under this paragraph, unless a court determined that it is inaccurate, is not subject to the right of inspection and copying under s. 19.35(1), Wis. Stats.
7. The Board shall hear upon oath, by telephone, all ill or disabled persons who present to the Board a letter from a physician, surgeon, or osteopath that confirms their illness or disability. No other persons may testify by telephone unless the Board, in its discretion, has determined to grant a property owner's or their representative's request to testify under oath by telephone or written statement.
8. No person may appear before the Board of Review, testify to the Board by telephone, or contest the amount of any assessment unless, at least 48 hours before the first meeting of the Board, or at least 48 hours before the objection is heard if the objection is allowed under s.70.47(3)(a), Wis. Stats., that person provides to the Clerk of the Board of Review notice as to whether the person will ask for removal of a member of the Board of Review and, if so, which member, and provides a reasonable estimate of the length of time the hearing will take.

If you have any questions, please contact the Assessor, Ray Koscak of Catalis at (262)375-7608.

Tracie Sette  
City Clerk