

**CITY OF CEDARBURG
BOARD OF REVIEW MEETING
June 30, 2021**

A meeting of the Board of Review, City of Cedarburg, Wisconsin, was held on Wednesday, June 30, 2021 at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers. Board Member Eric Hofhine called the meeting to order at 6:00 p.m.

ROLL CALL:

Members Present – Eric Hofhine, Jim Myers, Mary Kay Bourbulas.
Bob Carroll, Douglas Yip (alt)

Members excused – Julia Oliver

Also Present – Grota Appraisers Les Ahrens and Judy Hassmann,
City Clerk Tracie Sette

STATEMENT OF PUBLIC NOTICE

City Clerk Sette acknowledged that the Board of Review agenda was posted and distributed in compliance with the Wisconsin Open Meetings Law. The Notice of Open Book and Board of Review meeting was published in the News Graphic, posted at City Hall and on the City's website in accordance with WI State Statute §70.47. The Assessor was present during the open book session held via email on June 2, 2021.

ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON

Chairperson Eric Hofhine restated for the record the motions made at the May 12, 2021 meeting:

Motion made by Jim Myers, seconded by Mary Kay Bourbulas, to nominate Eric Hofhine as Chairperson. Motion carried without a negative vote.

Motion made by Julie Oliver, seconded by Mary Kay Bourbulas, to nominate Bob Carroll as Vice Chairperson. Motion carried without a negative vote.

REVIEW AND CERTIFY CODE OF ETHICS

The Board acknowledged they received, reviewed, and fully understood the Code of Ethics.

VERIFY MEMBER(S) HAS MET MANDATORY TRAINING REQUIREMENTS

City Clerk Sette verified that Mary Kay Bourbulas, Doug Yip, Eric Hofhine, and Clerk Tracie Sette viewed the video program entitled "Board of Review Training 2021" before the Board of Review meeting on June 30, 2021. The training is valid for two years.

VERIFY THE CITY HAS AN ORDINANCE FOR THE CONFIDENTIALITY OF INCOME AND EXPENSE INFORMATION PROVIDED TO THE ASSESSOR

Sec 2-3-9 of the Code of Ordinances provides for the confidentiality of income and expense information provided to the assessor under State law Sec. 70-47(7)(af)

FILING AND SUMMARY OF ANNUAL ASSESSMENT REPORT BY ASSESSOR'S OFFICE

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A preliminary copy of the annual assessment report was presented by Grota Assessor Les Ahrens. The finalized report will be mailed to the Department of Revenue within 30 days after final adjournment of the Board of Review.

RECEIPT OF ASSESSMENT ROLL BY THE CLERK FROM THE ASSESSOR

City Clerk Sette received the signed assessment roll from the Assessor and signed the affidavit.

RECEIVE THE ASSESSMENT ROLL AND SWORN STATEMENTS FROM THE CITY CLERK

The Board of Review received the assessment roll and sworn statement from the City Clerk.

REVIEW OF ASSESSMENT ROLL AND PERFORM STATUTORY DUTIES

The Board of Review reviewed the assessment roll.

DISCUSS/ACTION – CERTIFY ALL CORRECTIONS OF ERROR UNDER STATE LAW/DISCUSSION/ACTION – VERIFY WITH THE ASSESSOR THAT OPEN BOOK CHANGES ARE INCLUDED IN THE ASSESSMENT ROLL

The Board verified all corrections of error and all open book changes are included in the assessment roll.

ALLOW TAXPAYERS TO EXAMINE ASSESSMENT DATA

The assessment roll was made available for taxpayers to review. No taxpayers were present.

CONSIDERATION OF WAIVERS/REQUESTS:

- No requests to waive the 48-hour notice of intent to file an objection were received.
- No requests for waiver of the Board of Review hearing allowing the property owner an appeal directly to circuit court were received.
- No requests to testify by telephone or submit sworn written statements were received.
- There were no subpoena requests.

REVIEW NOTICES OF INTENT TO FILE OBJECTION

There were no notices of intent received.

ESTABLISH PROCEDURES FOR HEARING OBJECTIONS

It was the consensus of the Board to hear any objection filed, deliberate after any hearing testimony, and decide the case.

CONFIRM SCHEDULE FOR HEARING OBJECTIONS

No objections were received; therefore, no schedule to hear objections was established.

HEARINGS AND ACTION TO BE TAKEN ON PROPERTY OWNER'S OBJECTIONS TO ASSESSMENTS

Since there were no objections filed, there were no hearings on objections.

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**CONSIDER/ACT ON SCHEDULING ADDITIONAL BOARD OF REVIEW DATES IF
NECESSARY**

It was not necessary to schedule additional Board of Review dates for 2021.

ADJOURNMENT

Motion made by Doug Yip, seconded by Jim Myers, to adjourn meeting at 8:00 p.m. after having performed all statutory duties and completing all work that came before the Board. Motion carried unanimously.

Tracie Sette
City Clerk