

**CITY OF CEDARBURG  
BOARD OF REVIEW MEETING  
June 30, 2021 – 6:00 P.M.**

A meeting of the Board of Review, City of Cedarburg, Wisconsin, will be held on **Wednesday, June 30, 2021 at 6:00 p.m.** at City Hall, W63 N645 Washington Avenue, Cedarburg, WI 53012, in the second floor Council Chambers.

**AGENDA**

1. **CALL TO ORDER**
2. **ROLL CALL:** Present – Eric Hofhine, Jim Myers, Julia Oliver, Bob Carroll,  
Mary Kay Bourbulas, Doug Yip (alternate)  
  
Also Present - Assessor Grota Appraisals, City Clerk Tracie Sette
3. STATEMENT OF PUBLIC NOTICE
4. Election of Chairperson and Vice Chairperson
5. Review and Certify Code of Ethics
6. Verify that a member or members have met the mandatory training requirements
7. 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)
8. Filing and summary of Annual Assessment Report by Assessor's Office
9. Receipt of the Assessment Roll by Clerk from the Assessor
10. Receive the Assessment Roll and sworn statements from the City Clerk
11. Review of the Assessment Roll and perform Statutory Duties:
  - Examine the Assessment Roll
  - Correct description or calculation errors,
  - Add omitted property, and
  - 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. Consideration of:
  - Waivers of the required 48-hour notice of intent to file an objection when there is good cause,
  - Requests for waiver of the Board of Review hearing allowing the property owner an appeal directly to circuit court,
  - Requests to testify by telephone or submit sworn written statement,
  - Subpoena requests, and
  - Act on any other legally allowed/required Board of Review matters
16. Review Notices of Intent to File Objections
17. Establish procedures for hearing objections
18. Confirm schedule for hearing objections
19. Hearings and action to be taken on property owner's objections to assessments
20. Consider/act on scheduling additional Board of Review date(s) if necessary
21. Adjournment

UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO  
ACCOMMODATE THE NEEDS OF INDIVIDUALS WITH DISABILITIES.  
PLEASE CONTACT THE CITY CLERK'S OFFICE AT  
(262) 375-7606  
E-MAIL: [cityhall@ci.cedarburg.wi.us](mailto:cityhall@ci.cedarburg.wi.us)

MEMBERS – PLEASE NOTIFY THE CITY CLERK'S OFFICE  
IMMEDIATELY IF UNABLE TO ATTEND THIS MEETING