



City of West Allis

Meeting Agenda

Board of Review

7525 W. Greenfield Ave.
West Allis, WI 53214

Wayne Clark, Winard Coley, Randy Kassa, Sharon Prindiville, Eric Torkelson; Members

Tuesday, May 23, 2017

3:00 PM

City Hall, Common Council Chambers

REGULAR MEETING

3:00 p.m. to 5:00 p.m.

1. Call to Order
2. Roll Call
3. Confirmation of publishing and posting of the Board of Review Meeting and Assessment Roll Inspection notices
4. Selection of 2017 Chairperson and Vice-Chair
5. Verify that a member has met the mandatory training requirement and the Training Affidavit was filed with the Department of Revenue
6. 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), Wis. Stats.)
7. Adoption of the 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 Assessed Values provided by the City Assessor
10. Receive the Assessment Roll:
 - *Examine the roll*
 - *Correct description or calculation errors*
 - *Add omitted property*
 - *Eliminate double assessed property*
11. Discussion/Action:
 - *Certify all correction of error under state law (sec. 70.43, Wis. Stats.)*
 - *Verify with the City Assessor that open book changes are included in the assessment roll*
12. Allow taxpayers to examine assessment data

13. During the first two hours, 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*

14. Proceed to hear objections

15. Schedule additional Board of Review date(s), if needed

16. Adjournment

All meetings of the Board of Review are public meetings. In order for the general public to make comments at the committee meetings, the individual(s) must be scheduled (as an appearance) with the chair of the committee or the appropriate staff contact; otherwise, the meeting of the committee is a working session for the committee itself, and discussion by those in attendance is limited to committee members, the mayor, other alderpersons, staff and others that may be a party to the matter being discussed.

NON-DISCRIMINATION STATEMENT

The City of West Allis does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

AMERICANS WITH DISABILITIES ACT NOTICE

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

LIMITED ENGLISH PROFICIENCY STATEMENT

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.