



# City of West Allis

## Meeting Agenda

### Board of Review

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Thursday, June 10, 2021

10:00 AM

City Hall, Common Council Chambers  
7525 W. Greenfield Ave.

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#### REGULAR MEETING

1. Call to Order
2. Roll Call
3. Confirmation of appropriate Board of Review and Open Meetings notices
4. Selection of a Board of Review Chairperson
5. Selection of a Board of Review Vice Chairperson
6. Verify that Member(s) 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 Wis. Stat. §70.47(7)(af)  
[21-0193](#) DOR guidance about impact of COVID on assessed values
8. Update on previous property tax appeal cases
9. Review of new laws
10. Re-affirmation of policy on procedure for sworn telephone or sworn written testimony requests
11. Re-affirmation of policy on procedure for waiver of board of review hearing requests
12. Filing and summary of Annual Assessment Report by Assessor's Office
13. Receipt of the Assessment Roll by Clerk from the Assessor and sworn statements from the Clerk
14. Perform Statutory Duties:
  - a. Examine the Roll,
  - b. Correct description or calculation errors,
  - c. Add omitted property, and
  - d. Eliminate double assessed property

**15. Certify all corrections of error under state law Wis. Stat. §70.43**

**16. Verify with the Assessor that open book changes have been included in the Assessment Roll**

**17. Allow taxpayers to examine assessment data**

**18. Consideration of:**

*Consideration of:*

- a. Waivers of the required 48-hour notice of intent to file an objection when there is good cause*
- b. Waivers or requests for waiver of the BOR hearing allowing the property owner an appeal directly to circuit court*
- c. Requests to testify by telephone or submit sworn written statement*
- d. Objection forms and hearing for property owners who did not submit acceptable income and expense information pursuant to Wis. Stat. §70.47(7)(af)*
- e. Subpoena requests*
- f. Action on any other legally allowed/required Board of Review matters*
- g. Palpable Errors pursuant to Wis. Stat. §70.43*
- h. Omitted Property pursuant to Wis. Stat. §70.44*

**19. Review notices of intent to file objection**

**20. Consideration of proposed schedule of hearings on objections**

**21. Opportunity for objectors who do not give their intent to appear to give reason to the board as to why they should be heard**

**22. 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.

#### **NOTICE OF POSSIBLE QUORUM**

It is possible that members of, and possibly a quorum of, members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

#### **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.