

**BOR20200520-1**  
**UNAPPROVED**

A meeting of the Board of Review, City of Cedarburg, Wisconsin, was held on Monday, May 20, 2020 at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers and also via zoom. Board Member Eric Hofhine called the meeting to order at 6:00 p.m.

**ROLL CALL:**    Members Present in person –    Eric Hofhine, Jim Myers, Mary Kay Bourboulas

Members Present via Zoom –    Julia Oliver, Bob Carroll, Douglas Yip (alt)

Also Present -    City Assessor Cathy Timm, 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 by appointment on April 27, 2020.

## **ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON**

Motion made by Mr. Myers, seconded by Ms. Bourboulas, to nominate Eric Hofhine as Chairperson. Motion carried unanimously. Eric Hofhine accepted the nomination.

Motion made by Mr. Myers, seconded by Ms. Bourbulas, to nominate Bob Carroll as Vice Chairperson. Motion carried unanimously. Bob Carroll accepted the nomination.

## **REVIEW AND CERTIFY CODE OF ETHICS**

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

### VERIFY MEMBER(S) HAS MET MANDATORY TRAINING REQUIREMENTS

City Clerk Sette verified that Ms Oliver viewed the video program entitled “Board of Review Training 2020” on March 6, 2020 and Clerk Sette viewed the same video on May 19, 2020. 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**

A preliminary copy of the annual assessment report was presented by Assessor Timm. 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 Assessor Timm 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.

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

It was not necessary to schedule additional Board of Review dates for 2020.

**ADJOURNMENT**

Motion made by Mr. Myers, seconded by Ms. Bourbulas, to adjourn the 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