

AGENDA  
CITY OF BERLIN  
BOARD OF REVIEW  
TUESDAY NOVEMBER 19th 2024 5:30 P.M-7:30 PM.  
CITY HALL COUNCIL CHAMBERS

1. Roll Call
2. Nomination and selection of Officers (Chair and Vice-Chair)
3. Verification of the following:
  - a) At least one member met the mandatory training requirements under state law WI Stats. §70.46 (4) *STATUS: Paul Roethel certified 5/17/23*
  - b) Verification of city ordinance for the confidentiality of income and expense information provided to the assessor under WI Stats. §70.47(7)(af) *STATUS: City of Berlin Municipal Code Sec. 2-154*
4. Receive 2024 assessment roll and sworn statements from the clerk.
5. Review of Assessment Roll:
  - a) Assessor will explain any additions or changes
  - b) Assessor verifies open book changes are included in the assessment roll
  - c) Certify all corrections of error under WI Stats. §70.43
  - d) Assessor reviews the % of valuation
6. Board Examination of Assessment Roll:
  - a) Correct description or calculation errors, add omitted property, and eliminate double assessed property
7. Presentation and Hearing of Waivers and Objections (Objections filed prior to 48 hrs to the BOR meeting are scheduled. Anyone else coming before the Board today has not given proper notice and should only be heard if the Board grants a waiver for "Good Cause" or "Extraordinary Circumstances". Disabled or ill objections can be heard by telephone.) The following objections and waivers have been filed with the Clerk for hearing:

**Requests for Waivers:**

- a) Property Owner: Wal-Mart Stores, Inc. c/o Wal-Mart Real Estate Business Trust  
Address: 861 County Road F  
Parcel: 206-03052-0000  
Property Classification: Commercial

**Board Action to Grant or Deny Waiver Request:**

1. If waiver granted, state reasons for waiving hearing and no testimony or evidence will be heard.
2. If waiver not granted, either hear testimony now if both parties agree or schedule a hearing for a future date.

**Objections Filed:**

- b) Property Owner: Historic Berlin School Apartments  
Address: 289 E Huron St  
Parcel: 206-00957-0100  
Property Classification: Residential
  
- c) Property Owner: Timothy Wallace  
Address: 544 Morris St  
Parcel: 206-01864-0200  
Property Classification: Residential
  
- d) Property Owner: Gerald Felix  
Address: 263 N Kossuth St  
Parcel: 206-01694-0000  
Property Classification: Residential

- 8. Hearing of testimony and deliberations:
  - a) Chair reminds witnesses that they are required to present relevant evidence regarding the value of the contested property and keeps everyone on topic.
  - b) Clerk shall swear in all persons testifying before it
  - c) Board hears owner testimony first
  - d) Board hears Assessor testimony second
  - e) Board Deliberations. This can be done after each objection, after hearing all of the objections, or when there is a lull. (Typical to deliberate at the end or during a lull.)
  - f) All decisions are made by roll call vote.
  
- 9. Adjourn. If Board needs to adjourn to another date, a date and time has to be set.

**For recording purposes, state names and repeat the motions as presented prior to having a vote.**