

BOARD OF REVIEW AGENDA  
THURSDAY, JUNE 26, 2025 AT 5:30PM  
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR  
MEETING IS OPEN TO THE PUBLIC & CITY HALL IS HANDICAPPED ACCESSIBLE  
CITY MEETINGS CAN BE WATCHED LIVE OR RECORDED  
ON THE CITY OF BERLIN YOUTUBE PAGE @CITYOFBERLIN5623

1. Call Board of Review to Order & Meeting Recording Announcement.
2. Roll Call – Confirmation of appropriate BOR and Open Meetings notices.
3. Select a Chairperson for BOR.
4. Select a BOR Vice-Chairperson.
5. Verify that at least one BOR member has met the mandatory training requirements.
6. Verify that the City has an ordinance for the confidentiality of income and expense information provided to the Assessor under state law (Wis. Stat. §70.47(7)(af)).
7. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony.
8. Adoption of policy regarding procedure for waiver of BOR hearing requests.
9. Review the Assessor's level of assessment (Annual Assessment Report or similar document).
10. Receipt of Assessment Roll by the Clerk from the Assessor.
11. Receive the Assessment Roll and sworn statements from the Clerk.
12. Review the Assessment Roll and perform statutory duties:
  - a. Examine the Roll
  - b. Correct description or calculation errors
  - c. Add omitted property
  - d. Eliminate double-assessed property
13. Discussion/Action – Certify all correction(s) of any error(s), under state law (Wis. Stat. §70.43).
14. Discussion/Action – Verify with Assessor that open-book changes are included in the Assessment Roll.
15. Allow taxpayers to examine assessment data.
16. During the first two hours, consideration of:
  - a. Waivers of the required 48-hour notice of intent to file an objection when there is good cause
  - b. Requests for waiver of BOR hearing allowing the property owner an appeal directly to the circuit court,
  - c. Requests to testify by telephone or submit a sworn written statement,
  - d. Subpoena requests, and
  - e. Act on any other legally allowed or required BOR matters.
17. Review whether any Notices of Intent to File Objection have been properly received.
18. Proceed to hear objections, if any, and if proper notice/waivers are given unless scheduled for another date.
19. BOR deliberations and roll call vote on each objection heard.
20. Provide Notice of BOR Determination form to objectors who are present and /or direct clerk to provide notices via certified mail.
21. Consider/act on scheduling additional BOR Date(s).
22. Adjourn (to a future date if necessary).

*Please note, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information to request services, contact the municipal Clerk at 920-361-5400.*

*It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance in the above stated meeting to gather information; no action will be taken by any other governmental body except by the governing body noticed above.*