



OFFICIAL NOTICE AND AGENDA OF BOARD OF REVIEW MEETING

Notice is hereby given that a regularly scheduled public meeting will be held on the date, time and location shown below. Upon attaining a quorum of members, all items listed on the agenda shown below may be considered (discussed and/or acted upon).

Date and Time: Tuesday, October 3, 2023, at 1:00 pm

Location: City Hall Common Council Chambers, 2000 North Calhoun Road, Brookfield WI

Members: Bill Carnell, Dale Casper, Randall Freeman, Tom Koch, Jerry Mellone, Michael Post, David Schneider

(Number of Members needed to meet quorum requirements: 4)

1. Call to order, roll call, and confirmation of meeting notices.

Documents:

[Board of Review 5-17-2023 agn.pdf](#)
[Board of Review Notice ja published notice rev.pdf](#)

2. Election of Officers (Chairman and Vice Chairman).

3. Minutes of Board of Review.

Documents:

[2022-05-17 BOR Minutes.pdf](#)
[2023-05-17 BOR Meeting to Adjourn.pdf](#)

4. Board of Review Training Certification Requirements. 70.46(4)

Documents:

[Board of Review Training 2023.pdf](#)

5. Proposed amendment to Rule 6, City of Brookfield Board of Review Rules and Procedures.

Documents:

[MEMO to BOR re Rule 6 change.pdf](#)

6. Reminder to Board Members: Ordinance 1710 related to the Confidentiality of Information about Income and Expense required by the City Assessor in property assessment matters.

Documents:

[Ord 1710 income and expenses assessments.pdf](#)

7. Assessor's Report
 1. Values and Trends in the City of Brookfield
 2. Basic Income Approach Explained
8. Receive the Assessment Roll and Sworn Affidavit of the City Assessor.
9. Examination, correction of errors and certification of corrections if warranted and acceptance of the assessment roll following a determination that open book changes are included in the assessment roll presented.
10. Review objections for acceptability and schedule, deny or waive hearings for written objections received. Consider requests for Subpoena(s) as needed.
11. Adjournment.

Michelle Luedtke, City Clerk

Pursuant to Wis. Stat. § 70.47(2): After the first meeting of the Board of Review and before the board's final adjournment, no person who is scheduled to appear before the Board of Review may contact, or provide information to, a member of the board about that person's objection except at a session of the board.

No person may appear before the Board of Review, testify to the board by telephone or contest the amount of any assessment unless, at least 48 hours before the first meeting of the board or at least 48 hours before the objection is heard if the objection is allowed under sub. (3)(a), that person provides to the clerk of the board of review notice as to whether the person will ask for removal under sub. (6m)(a) and if so which member will be removed and the person's reasonable estimate of the length of time that the hearing will take.

When appearing before the board, the person shall specify, in writing, the person's estimate of the value of the land and of the improvements that are the subject of the person's objection and specify the information that the person used to arrive at that estimate.

No person may appear before the Board of Review, testify to the board by telephone or object to a valuation, if that valuation was made by the assessor or the objector using the income method, unless the person supplies to the assessor all of the information about income and expenses, as specified in the manual under Wis. Stat. § 73.03(2a), that the assessor requests. The municipality or county shall provide by ordinance for the confidentiality of information about income and expenses that is provided to the assessor under this paragraph and shall provide exceptions for persons using the information in the discharge of duties imposed by law or of the duties of their office or by order of a court. The information that is provided under this paragraph, unless a court determines that it is inaccurate, is not subject to the right of inspection and copying under Wis. Stat. § 19.35(1).

Under the Americans with Disabilities Act, the City of Brookfield will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City of Brookfield's programs,

services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City of Brookfield, should contact the office of the City Clerk at 262-782-9650 or at 2000 North Calhoun Road as soon as possible but no later than 48 hours before the scheduled event.

Note: 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 in this notice.