

VILLAGE OF ELM GROVE

13600 Juneau Boulevard
Elm Grove, WI 53122

BOARD OF REVIEW

Thursday, July 13, 2023 * 6:00 PM * Park View Room

or via Zoom:

[https://us02web.zoom.us/j/82238596297?
pwd=Snp6dWM5RkpGNmgvYnRaaUk0bjF6QT09](https://us02web.zoom.us/j/82238596297?pwd=Snp6dWM5RkpGNmgvYnRaaUk0bjF6QT09)

Meeting ID: 822 3859 6297 Passcode: 808786

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Confirmation of appropriate Board of Review and Open Meeting Notices**

Documents:

Board of Review 2023.pdf
4. **Select Chairperson and Vice-Chairperson**
5. **Verify that at least one member has met the training requirements**

Documents:

Koleski Affidavit of BOR Training.pdf
6. **Receipt of the Assessment Roll by the Clerk from the Assessor**

The Open Book Assessment Roll is available online at www.elmgroviewi.org under Clerk/Board of Review. To search your individual property by address on the County website - visit tax.waukeshacounty.gov. The Open Book Assessment Roll is also available in the lobby at Village Hall. The approved Assessment Roll with changes from the BOR meeting will be available online after the BOR meeting has concluded.
7. **Review the Assessment Roll**
 - 1) Examine the roll
 - 2) Correct description or calculation errors

3) Add omitted property

4) Eliminate double assessed property

Confirm the Assessor has certified all corrections of error under Wis. Stat. 70.43.

Verify with the Assessor that Open Book changes are included in the Assessment Roll

8. Allow taxpayers to examine the assessment data

9. Acceptance of any objections filed at beginning of meeting

10. Review Notices of Intent to File Objection

11. Hearing of Any Objections and/or Requests for a Waiver

12. Action on the acceptance of the Assessment Roll

13. Adjourn

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires that the meeting or materials for the meeting has to be in an accessible location or format must contact the Village Clerk at 262-782-6700 or 13600 Juneau Boulevard by 3:00 PM Friday prior to the meeting so that any necessary arrangements can be made to accommodate your request.

NOTICE: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village 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 the above notice.

VILLAGE OF ELM GROVE
OFFICIAL NOTICE - BOARD OF REVIEW AND OPEN BOOK - 2023

Notice is hereby given that Open Book for the Village of Elm Grove is scheduled to begin June 19, 2023 from 9:00 am to 4:00 pm at Village Hall, 13600 Juneau Blvd., Elm Grove Wisconsin and will continue until July 6, 2023. The Assessment Roll will be complete and open for public examination during that time.

Notice is hereby further given that the Board of Review for the Village of Elm Grove will meet on July 13, 2023 at 6:00 pm at 13600 Juneau Blvd., Elm Grove Wisconsin to consider objection notices filed.

'Objection form(s) for Real Property Assessment' and/or 'Personal Property Assessment' may be obtained at Village Hall, 13600 Juneau Blvd. or at www.elmgrovetwi.org or by calling 262-782-6700. Intent to file objections **must be filed in the Office of the Village Clerk at least 48 hours prior to the start of the Board of Review.** A waiver to the 48 hour notice may be granted by the Board of Review during the first two hours of the meeting if the applicant shows good cause for the failure to meet the 48 hour notice requirement.

Please be advised of the following requirements to appear before the Board of Review pursuant to Wis. Stats. 70.47(7) and procedural requirements if appearing before the board:

(aa) No person shall be allowed to appear before the board of review, to testify to the board by telephone or to contest the amount of any assessment of real or personal property if the person has refused a reasonable written request by certified mail of the assessor to enter onto property to conduct an exterior view of the real or personal property being assessed.

(ac) 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.

(ad) 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.

(ae) 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.

(af) 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 no later than 7 days before the first meeting of the board of review the person supplies to the assessor all of the information about income and expenses, as specified in the manual under s. 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 is not subject to the right of inspection and copying under s. 19.35 (1) unless a court determines before the first meeting of the board of review that the information is inaccurate.

Notice is hereby given on this 31st day of May, 2023.

Sandee Policello
Village Clerk/Deputy Treasurer

**Board of Review
Affidavit of Training Participation**

County of Waukesha, State of Wisconsin

I, James Koleski (your name), being first duly sworn, do hereby state as follows:

1. That this affiant participated in Board of Review training on behalf of the Town/Village/City of Village Elm Grove, Waukesha County (your home county).

2. That this affiant is or is not (circle one) a member of the Board of Review of said town/village/city (circle one).

3. That on the 7th day of June, 2023, this affiant met the certified training requirement by:

- Viewing the 2023 How to Conduct a BOR First Meeting.
- Attending a BOR training by _____, who has been certified to teach by the Wisconsin Department of Revenue.
- Providing a completed BOR exam to accompany this affidavit.

Dated this 7th day of June, 2023.

[Signature]

(Your signature)

Subscribed and sworn before me this 7th day of June, 2023.

[Signature]

City/Town/Village Clerk, Town Chairperson, or Notary Public (circle one)

My commission ends _____

NOTES:

- Persons swearing to false information are subject to criminal fines or jail under Wis. Stat. § 946.32, and the Board of Review hearing and deliberations may be found invalid.
- Give this affidavit to town, village, or city clerk with the completed exam to retain on file.