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**Notice of Meeting**

Waupun Board of Review

Tuesday, June 8, 2021

The City of Waupun Board of Review will meet in session on Tuesday, June 8, 2021 at 9:00am in the City Hall Common Council Chambers located at 201 E. Main Street, Waupun.

**Board Membership:**

Mayor Julie Nickel, Dick Steinbach, Dylan Weber, Jon Dobbratz, Jan Harmsen, Steve Buchholz, and Secretary/Clerk Angela Hull.

1. Call the Meeting to Order
2. Roll Call
3. Nominations and Appointment of Board Chairman
4. Clerk
  - a. Confirms Statutory Requirements, per WI Statute 70.47(2)) are met for Publication and Posting of Notice
  - b. Confirm Affidavit of Attendance Requirements, per WI Statute 70.46 (4), are met
  - c. Adoption of the Policy of Sworn Telephone or Written Testimony
5. Assessor
  - a. Receive 2021 Assessment Roll
  - b. Review the Assessment Roll and Perform Statutory Duties
    1. Examine the Roll
    2. Correct Description or Calculation Errors
    3. Add Omitted Property
    4. Eliminate Double Assessed Property
6. Clerk Swears in Objectors, Witnesses, and Assessor
7. Hearing of the Objections
8. Action
9. Adjournment

Angela J. Hull, City Clerk

CC: Board of Review  
Associated Appraisal Consultants  
Common Council  
Department Staff  
Media

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