



A G E N D A
CITY OF WAUPUN BOARD OF REVIEW
Waupun City Hall – 201 E. Main Street, Waupun WI
Thursday, June 27, 2019 at 9:00 AM

CALL THE MEETING TO ORDER

ROLL CALL

APPROVAL OF MINUTES FROM PRIOR MEETING

1. Board of Review - Meet and Ajourn (May 22, 2019)

CLERK ADDRESSES THE BOARD

2. Confirms Statutory Requirements, per WI Statute 70.47(2) are met for Publication and Posting of Notice
3. Confirm Affidavit of Attendance Requirements, per WI Statute 70.46 (4), are met
4. Adoption of the Policy of Sworn Telephone or Written Testimony

ASSESSOR ADDRESSES THE BOARD

5. Receive 2019 Assessment Roll
6. Review the Assessment Roll and Perform Statutory Duties
 - Examine the Roll
 - Correct Description or Calculation Errors
 - Add Omitted Property
 - Eliminate Double Assessed Property

CLERK SWEARS IN OBJECTORS, WITNESSES, AND ASSESSOR

HEARING OF OBJECTIONS

CONSIDERATION - ACTION

ADJOURNMENT

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.

City of Waupun
Board of Review Minutes of Meeting
Wednesday, May 22, 2019

The Waupun Board of Review met in regular session at 9:00a.m. in the City Hall Council Chambers located at 201 E. Main Street, Waupun.

Members present are Fred Mollien, Dylan Weber, Jan Harmsen, Jon Dobbratz, Richard Steinbach and Mayor Julie Nickel.

Staff present is City Clerk Angela Hull.

No audience is present.

City Clerk Hull calls the meeting to order at 9:00am.

The Waupun Board of Review members present on roll call is Fred Mollien, Dylan Weber, Jan Harmsen, Jon Dobbratz, Richard Steinbach and Mayor Julie Nickel. No members are absent.

City Clerk takes nomination for the position of Chairman. Dobbratz nominates Steinbach. This nomination is second by Mollien. No other nominations are heard. Hearing no other nominations, City Clerk closes nominations.

Motion Dobbratz, second Mollien to appoint Steinbach as the Chairman of the Board of Review for the 2019 year. Motion carried 6-0.

Steinbach takes his seat at the head of the table.

City Clerk Hull informs the Waupun Board of Review that the notice of this meeting was published on May 7, 2019 in the official City newspaper, the Daily Citizen, to insure we comply with the 15 day notice requirement.

Pursuant to §70.47(1) of Wisconsin Statutes, “the Board of Review shall meet annually at any time during the 45-day period beginning on the 4th Monday of April, but no sooner than 7 days after the last day on which the assessment roll is open for examination”. As the assessment rolls are not yet complete, this Board will adjourn until a later date, established as 9:00am on June 27, 2019, in the Waupun City Hall Common Council Chambers, located at 201 E. Main Street, Waupun.

Motion Mollien, second Dobbratz duly carried the board of Review adjourned at 9:03am.

Angela J. Hull
Board of Review Clerk