



**CITY OF WAUPACA  
BOARD OF REVIEW  
TUESDAY MAY 31, 2022 @ 10:00 a.m. - 12:00 p.m.  
COUNCIL CHAMBERS, CITY HALL**

***CITY OF WAUPACA MISSION STATEMENT:** “The City of Waupaca’s mission is to provide services that ensure a safe, vibrant and connected community.”*

PLEASE NOTIFY THE CITY CLERK’S OFFICE IF YOU ARE UNABLE TO ATTEND.

**AGENDA**

**CALL TO ORDER**

**ROLL CALL**

**APPROVE AGENDA**

**CONFIRMATION OF OPEN BOOK & BOARD OF REVIEW NOTICES AS PUBLISHED**

**VERIFICATION THAT TRAINING REQUIREMENTS HAVE BEEN MET**

**VERIFY THAT THE CITY OF WAUPACA HAS AN INCOME AND EXPENSE INFORMATION CONFIDENTIAL ORDINANCE / ORDINANCE NO. 20-99**

**§ 4-1 Income and expense information to be confidential.**

Whenever the Assessor, in the performance of the Assessor's duties, requests or obtains income and expense information pursuant to W.S.A. s. 70.47(7)(af), or any successor statute thereto, then such income and expense information that is provided to the Assessor shall be held by the Assessor on a confidential basis; except, however, that the information may be revealed to and used by persons in the discharge of duties imposed by law, in the discharge of duties imposed by office (including, but not limited to, use by the Assessor in performance of official duties of the Assessor's office and use by the Board of Review in performance of its official duties) or pursuant to order of a court. Income and expense information provided to the Assessor under W.S.A. s. 70.47(7)(af), unless a court determines that it is inaccurate, is, per W.S.A. s. 70.47(7)(af), not subject to the right of insertion and copying under W.S.A. s. 19.35(1).

**VERIFY THAT THE CITY OF WAUPACA HAS AN ORDINANCE REGARDING THE PROCEDURE FOR SWORN TELEPHONE TESTIMONY AND SWORN WRITTEN TESTIMONY / ORDINANCE NO. 01-2017**

**SUMMARY OF ANNUAL ASSESSMENT BY ASSESSOR**

**RECEIPT OF THE ASSESSMENT ROLL BY CLERK FROM ASSESSOR**

**RECEIVE THE ASSESSMENT ROLL AND SWORN STATEMENTS FROM THE CLERK**

**REVIEW THE ASSESSMENT ROLL AND PERFORM THE FOLLOWING:**

- Examine the Roll
- Correct description or calculation errors
- Add omitted property
- Eliminate double assessed property

**DISCUSSION/ACTION – Certify all corrections of error under state law (Sec. 70.43, Wis. Stats)**

**DISCUSSION/ACTION – Verify with the Assessor that all open book changes are included in the assessment roll**

**REVIEW/ACTION OF INTENT TO FILE OBJECTIONS, IF ANY, AND IF PROPER NOTICE / WAIVERS GIVEN UNLESS SCHEDULED FOR ANOTHER DATE**

**CONSIDER / ACT ON SCHEDULING ADDITIONAL BOARD OF REVIEW DATES, IF NECESSARY**

**ADJOURN AFTER ALL STATUTORY REQUIREMENTS ARE MET**

Mayor Brian Smith  
Chairperson Board of Review

**Open Public Access to Meetings.** This meeting will be held at the Waupaca City Hall Council Chambers with the option to attend physically or virtually via video / teleconferencing. Masks are optional.

PLEASE ADVISE THE CITY CLERK’S OFFICE IF YOU REQUIRE SPECIAL ACCOMMODATIONS. THE CITY OF WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS

# AFFIDAVIT OF PUBLICATION

Advertiser Name and Address

City of Waupaca  
111 S. Main Street  
Waupaca, WI 54981

STATE OF WISCONSIN }  
COUNTY OF WAUPACA }

Dave Wood, being duly sworn, says:  
That he is the Publisher of the Waupaca County Post, a weekly newspaper of general circulation, printed and published in Waupaca, Waupaca County, Wisconsin; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

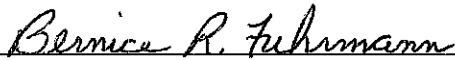
May 5, 2022

That said newspaper was regularly issued and circulated on those dates.



Publisher

Subscribed to and sworn to me this 5<sup>th</sup> day of May, 2022.



Bernice R. Fuhrmann, Waupaca County, Wisconsin

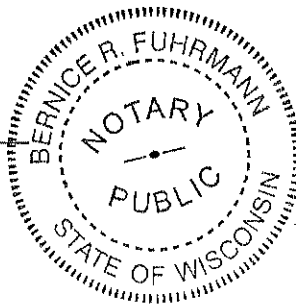
My commission expires: September 06, 2023

Publication Cost: \$72.50

An affidavit cost of \$1 is included in the Publication Fees listed above.

Ad No: 149325

Customer No: 102033



## NOTICE OF THE BOARD OF REVIEW AND OPEN BOOK FOR THE CITY OF WAUPACA, COUNTY OF WAUPACA

NOTICE IS HEREBY GIVEN pursuant to s. 70.45, Wis. Stats., the assessment roll for the 2022 assessment year will be open for examination starting Friday May 20, 2022 from 10:00 a.m. until 12:00 p.m. OPEN BOOK sessions will be conducted by phone/email. If you would like to set up a phone appointment, please contact Bowmar Appraisal, Inc. at (920) 733-6369 during regular business hours (M-F, 8:30-4:30) no later than 3 days prior to the Board of Review. The 2022 assessment roll, instructional information, and objection forms will be made available. These documents will assist with scheduling a hearing before the Board of Review. Keep in mind that objection forms must be filed with the Clerk of the Board of Review at least 48 hours before the Board of Review is conducted unless the Board of Review chooses to waive this requirement.

NOTICE IS FURTHER GIVEN that the BOARD OF REVIEW for the City of Waupaca of Waupaca County shall be held on Tuesday May 31, 2022 from 10:00 a.m. until 12:00 p.m. at the Waupaca City Hall Council Chambers or via video / teleconferencing. Please be advised of the following requirements to appear before the Board of Review and procedural requirements if appearing before the Board:

1. 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 view such property.

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 the person's objection except at a session of the Board.

3. No person may appear before the Board of Review, testify to the Board by telephone or contest the amount of 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 because the person has been granted a waiver of the 48 hour notice of an intent to file a written objection by appearing before the Board during the first two hours of the meeting and showing good cause for failure to meet the 48 hour notice requirement and files a written objection, that the person provides to the Clerk of the Board of Review notice as to whether the person will ask for removal of any Board members and, if so, which member will be removed and the person's reasonable estimate of the length of time that the hearing will take.

4. 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.

5. The Board shall hear upon oath, by telephone, all ill or disabled persons who present to the Board a letter from a physician, surgeon or osteopath that confirms their illness or disability. No other persons may testify by telephone.

6. Anyone wishing to file an objection must contact the City Clerk to complete and submit the required objection form supplied by the City, prior to appearing before the Board of Review.

This Notice is hereby posted at the following locations in the City of Waupaca and published on the 5th day of May 2022:

- 1. Waupaca City Hall
  - 2. Waupaca Police Department
  - 3. Waupaca County Court House
- Sandy M. Stebs, City Clerk  
Publish May 5, 2022

WVAXLP

ORDINANCE NO. 20-99 (1999)

AN ORDINANCE CREATING §3.06 OF THE MUNICIPAL CODE RELATING TO THE  
CONFIDENTIALITY OF CERTAIN INFORMATION;  
PROPERTY ASSESSMENT PROCEEDINGS

The Common Council of the City of Waupaca does hereby ordain as follows:

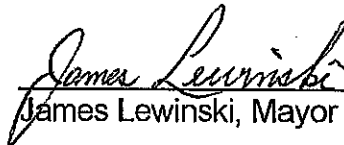
**Section 1.** §3.06 of the Municipal Code is hereby created to read as follows:

§3.06(1) Whenever the Assessor, in the performance of the Assessor's duties, requests or obtains income and expense information pursuant to Section 70.47(7)(af), Wis. Stats., or any successor statute thereto, then such income and expense information that is provided to the Assessor shall be held by the Assessor on a confidential basis, except however, that said information may be revealed to and used by persons; in the discharging of duties imposed by law; in the discharge of duties imposed by office (including, but not limited to use by the Assessor in performance of official duties of the Assessor's office and use by the Board of Review in performance of its official duties); or pursuant to order of a court. Income and expense information provided to the Assessor under Section 70.47(7)(af), Wis. Stats., unless a court determines that it is inaccurate, is not subject to the right of inspection and copying under Section 19.35(1), Wis. Stats.

§3.06(2) SEVERABILITY – The several portions of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provision, section or portion thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

**Section 2.** This ordinance is effective upon passage and publication according to law.

Approved: November 18, 1999

  
James Lewinski, Mayor

Adopted: November 16, 1999

Approved: November 18, 1999

Published: November 24, 1999

ATTEST:

  
Sharon Nelson, Clerk

**Ordinance No. 01-17 (2017)**

**An Ordinance to Establish Procedures and Criteria for Allowing Alternative Forms of Sworn Testimony at Board of Review (BOR) Hearings**

Whereas, sec. 70.47(8), Wis. Stat. authorizes the Board of Review to consider requests from a property owner or the property owner's representative to appear before the board under oath by telephone or to submit written statements under oath to the Board of Review;

Now Therefore the City of Waupaca Common Council does ordain as follows:

1. PROCEDURE:

In order for a property owner or property owner's representative to submit a request to testify by phone or submit a sworn written statement, he or she must first comply with the following procedures: a) the legal requirement to provide notice of intent to appear at BOR must be satisfied; and b) an Objection Form for Real Property Assessment (PA-115A) must be completed and submitted to the BOR as required by law.

After the two requirements outlined above have been met, a Request to Testify by Telephone or Submit a Sworn Written Statement at Board of Review (Form PA-814) may be submitted to the City Clerk. Such requests must be submitted in time to be considered by the board at the first meeting of the BOR.

2. CRITERIA TO BE CONSIDERED:

The board may consider any or all of the following factors when deciding whether to grant or deny the request:

- a. The requester's stated reason(s) for the request as indicated on the Form PA-814
- b. Fairness to the parties
- c. Ability of the requester to procure in person oral testimony and any due diligence exhibited by the requester in procuring such testimony
- d. Ability to cross examine the person providing the testimony
- e. The BOR's technical capacity to honor the request
- f. Any other factors that the Board deems pertinent to deciding the request

3. EFFECTIVE DATE:

This ordinance shall be effective upon publication as provided by law.

Adopted: June 20, 2017  
Published: June 29, 2017

By the Common Council of the City of Waupaca

/s/Brian Smith  
Mayor Brian Smith

Attest:

/s/Henry Veleker  
Henry Veleker, City Administrator/Clerk