

CITY OF GREEN LAKE  
BOARD OF REVIEW AGENDA  
MAY 19, 2026

1. Call the Board of Review (BOR) to order & Meeting Recording Announcement
2. Roll Call – Confirmation of appropriate BOR and Open Meeting Notices
3. Select Chairperson for BOR
4. Select BOR Vice-Chairperson
5. Verify that at least one member has met mandatory training within the last two years
6. Verify City has ordinance for confidentiality of income and expense information provided to the assessor under state law – Ordinance #513-00.7
7. Review of new laws.
8. Adoption of amendment to policy regarding the procedure for sworn telephone testimony and written testimony.
9. Adoption of policy regarding the procedure for waiver of BOR hearing requests.
10. Review the Assessor's level of assessment (Annual Assessment Report)
11. Receipt of the Assessment Roll by Clerk from the Assessor
12. Receive the Assessment Roll and sworn statements from the Clerk
13. Review the Assessment Roll and perform statutory duties:
  - a. Examine the Roll
  - b. Correct description or calculation errors
  - c. Add omitted property
  - d. Eliminate double assessed property
14. Discussion/Action – Certify all corrections of error under state law (Sec 70.43 WI Stats)
15. Discussion/Action – Verify with the Assessor that open book changes are included in the assessment roll
16. Allow taxpayers to examine assessment data
17. During the first two hours, consideration of:
  - a. Waivers of the required 48-hour notice of intent to file an objection when there is good cause
  - b. Requests for waiver of the BOR hearing allowing the property owner an appeal directly to circuit court
  - c. Requests to testify by telephone or submit sworn written statement
  - d. Subpoena requests
  - e. Act on any other legally allowed/required Board of Review matters
18. Review Notices of Intent to file objection
19. Proceed to hear objections if any and if proper notice/waivers given unless scheduled for another date:
20. Objection hearing: 1:15 pm Geoffrey P & Kathryn R. Bratton Revocable Living Trust, 550 Highknocker Trail, Green Lake WI 54941
  - a. Clerk swears in the Assessor for the duration of the hearing
  - b. Clerk call Property Owner #1; and Clerk gives oath to Property Owner

OATH: Do you solemnly swear that the testimony which you shall give in the matter now on hearing shall be the truth, the whole truth, and nothing but the truth, so help you God?

- c. Property Owner is to state their name and address for the record
- d. Chairperson to address Property Owner with: “Are you prepared to give your testimony on this matter at this time?”

Repeat for each property owner.

21. We hear testimony until all those present have been heard. Then we deliberate and vote on each one. Motion to include parcel number, name, original assessment of land and improvements, and change in land and/or improvements.
22. If completed by 3:00 PM, call for a motion to adjourn. If not completed, either continue on or call for motion to recess until \_\_\_\_\_ or another specified time.
23. Consider/act on scheduling additional BOR date(s).
24. Adjourn.

Melissa M. Zamzow, City Clerk, City of  
Green Lake  
Posted on May 18, 2026

NOTICE

UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. IF A PERSON WITH A DISABILITY REQUIRES THAT THE MEETING BE ACCESSIBLE OR THOSE MATERIALS AT THE MEETING IN AN ACCESSIBLE FORMAT, CALL THE GREEN LAKE CITY CLERK'S OFFICE AT LEAST 48 HOURS IN ADVANCE TO REQUEST ADEQUATE ACCOMODATIONS. TELEPHONE- 920-294-6912