

CAMBRIDGE BOARD OF REVIEW
PUBLIC MEETING NOTICE
AMUNDSON COMMUNITY CENTER
COMMUNITY ROOM
200 SPRING STREET
TUESDAY, JULY 15, 2025
12:00 – 2:00 P.M.

AGENDA

1. Call Meeting to Order/Roll Call
2. Approval of Minutes from July 7, 2024, and May 10, 2025
3. Confirmation of Appropriate BOR and Open Meetings Notices
4. Appoint a Board of Review Vice Chairperson
5. Verify that at least one BOR Member has Met the Annual Mandatory Training Requirements
6. Verify the Village has an Ordinance for the Confidentiality of Income and Expense Information Provided to the Assessor Under State Law (Wis. Stat. 70.47(7)(af))
7. Verify Village Policy Regarding the Procedure for Sworn Telephone Testimony and Sworn Written Testimony.
8. Filing and Summary of Annual Assessment Report by Assessor's Office
9. Receipt of the Assessment Roll by the Clerk from the Assessor
10. 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
11. Discussion and Possible Action Regarding Certifying all Corrections of Error Under State Law (Wis. Stat. 70.43)
11. Discussion and Possible Action Regarding Verifying with the Assessor that Open Book Changes are Included in the Assessment Roll
12. Allow Taxpayers to Examine Assessment Data
13. 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 Waivers for the BOR Hearing Allowing the Property Owner of Appeal Directly to the Circuit Court
 - c. Requests to Testify by Telephone or Submit a Sworn Written Statement
 - d. Act on any Other Legally Allowed or Required BOR Matters.
14. Review Notices of Intent to File Objection
15. Board of Review Appointments, if any and if Proper Notice/Waivers Given
16. Consider Additional BOR Dates, if Necessary
17. Adjournment

Lucy Peterson Administrator/Treasurer/Deputy Clerk

CAMBRIDGE BOARD OF REVIEW

PUBLIC MEETING NOTICE
AMUNDSON COMMUNITY CENTER
200 SPRING STREET

WEDNESDAY, JULY 24, 2024
12:00 – 2:00 P.M.

MINUTES

1. **Call Meeting to Order/Roll Call:** Chairperson Hollenbeck called the meeting to order at 12:00 p.m. Members present: Trustees Hollenbeck, Blackwood (as alternate for Wittwer), Clerk Moen. Absent: President McNally. Also present: Alex Kroeninger, Accurate Appraisal.
2. **Approval of Minutes from July 6, 2023 and May 28, 2024:** Hollenbeck made a motion to approve the minutes, seconded by Blackwood. Motion carried.
3. **Confirmation of Appropriate BOR and Open Meetings Notices:** The agenda was posted in the upper and lower level doors of the Amundson Community Center, Badger Bank, Cambridge Post Office, Village Website and published in the Cambridge News.
4. **Appoint a Board of Review Vice Chairperson:** Hollenbeck made a motion to appoint Blackwood as the Vice Chairperson, seconded by Blackwood. Motion carried.
5. **Verify that at least one BOR Member has Met the Annual Mandatory Training Requirements:** Hollenbeck and Moen both met the annual mandatory training requirements, and were documented with the WI DOR.
6. **Verify the Village has an Ordinance for the Confidentiality of Income and Expense: Information Provided to the Assessor Under State Law (Wis. Stat. 70.47(7)(af)):** A Copy was included in the packet.
7. **Verify Village Policy Regarding the Procedure for Sworn Telephone Testimony and Sworn Written Testimony.** A Copy was included in the packet
8. **Filing and Summary of Annual Assessment Report by Assessor's Office:** Alex Kroeninger provided a brief summary. We are at a 77% assessment ratio. We were in a maintenance year. We could do a reval in the new contract. There were 71 permits this year, 75 sales, with 51 being valid sales. Net new construction of \$2,595,5000.
9. **Receipt of the Assessment Roll by the Clerk from the Assessor**
10. Review the Assessment Roll and Perform Statutory Duties;
 - a. **Examine the Roll**
 - b. **Correct Description or Calculation Errors:** None
 - c. **Add Omitted Property:** None
 - d. **Eliminate Double Assessed Property** None

11. Discussion and Possible Action Regarding Certifying all Corrections of Error Under State Law (Wis. Stat. 70.43): None

11. Discussion and Possible Action Regarding Verifying with the Assessor that Open Book Changes are Included in the Assessment Roll: None

12. Allow Taxpayers to Examine Assessment Data: No one present

13. 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:** None
- b. **Requests for Waivers for the BOR Hearing Allowing the Property Owner of Appeal Directly to the Circuit Court:** None
- c. **Requests to Testify by Telephone or Submit a Sworn Written Statement:** None
- d. **Act on any Other Legally Allowed or Required BOR Matters:** None

14. Review Notices of Intent to File Objection: None

15. Board of Review Appointments, if any and if Proper Notice/Waivers Given: None

16. Consider Additional BOR Dates, if Necessary: None

17. Adjournment: Blackwood made a motion to adjourn, seconded by Hollenbeck. Motion carried. Meeting adjourned at 2:08 p.m.

Lisa Moen Administrator/Clerk
Village of Cambridge



CAMBRIDGE BOARD OF REVIEW
200 SPRING STREET – COMMUNITY ROOM
TUESDAY, June 10, 2025
6:25 p.m.

Minutes

1. Call Meeting to Order/Roll Call Trustee Hollenbeck called the meeting to order at 6:25 pm.
Members present: Trustees Breunig, Jacobson, and Hollenbeck. Lucy Peterson,
Treasurer/Deputy Clerk/Deputy Administrator.
2. Proof of posting: The Agenda was posted in the upper and lower levels of the Amundson
Community Center, Cambridge Post Office, Badger Bank and the Village Website.
3. Set Next Meeting Date and Time – Tuesday, July 15, 12:00 p.m.-2:00 p.m.
(Open Book will be held on Thursday, June 26, 2025 12:00 p.m. – 2:00 p.m., by telephone)
4. Adjournment: Trustee Breunig made a motion to adjourn, seconded by Trustee Hollenbeck.
Motion carried. The meeting was adjourned at 6:28 p.m.

Lucy Peterson
Treasurer/Deputy Clerk/Deputy Administrator



Board of Review Member Training Affidavit

This affidavit confirms that one or more Board of Review (BOR) voting members attended training before the BOR met, satisfying state law (sec. 70.46(4), Wis. Stats.).

STATE OF WISCONSIN

County of JEFFERSON

Co-muni code 28111

I, Lucy Peterson, the clerk for the VILLAGE OF CAMBRIDGE,

swear the following BOR voting member(s), who represent(s) the municipality's chief executive officer or the officer's designee(s), attended a Wisconsin Department of Revenue approved BOR training program before the BOR's first meeting. (sec. 70.46 (4), Wis. Stats.)

BOR member(s) and attendance date:

PAULA HOLLENBECK

07/13/2025

Name

Date

07-15-2025 09:47 AM

Date electronically filed

lpeterson@ci.cambridge.wi.us

Clerk email



Board of Review Member Training Affidavit

This affidavit confirms that one or more Board of Review (BOR) voting members attended training before the BOR met, satisfying state law (sec. 70.46(4), Wis. Stats.).

STATE OF WISCONSIN

County of DANE

Co-muni code 13111

I, Lucy Peterson, the clerk for the VILLAGE OF CAMBRIDGE,

swear the following BOR voting member(s), who represent(s) the municipality's chief executive officer or the officer's designee(s), attended a Wisconsin Department of Revenue approved BOR training program before the BOR's first meeting. (sec. 70.46 (4), Wis. Stats.)

BOR member(s) and attendance date:

PAULA HOLLENBECK

07/13/2025

Name

Date

07-15-2025 09:41 AM

Date electronically filed

lpeterson@ci.cambridge.wi.us

Clerk email

2.36.020 - Confidentiality of information.

Whenever the assessor, in the performance of the assessor's duties, requests or obtains income and expense information pursuant to Section 70.47(7)(a), 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 such 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 official duties); or pursuant to order of a court. Income and expense information provided to the assessor under Section 70.47(7)(a), unless a court determines that it is inaccurate, is, per Section 70.47(7)(a), not subject to the right of inspection and copying under Section 19.35(1), Wis. Stats.

(Added by memo dated October 2, 2002)

**VILLAGE OF CAMBRIDGE
RESOLUTION #2015-38**

**Relating to Adopting a Policy for Accepting Oral or Sworn Written
Testimony for the Village of Cambridge Board of Review**

WHEREAS, the Wisconsin State Legislature enacted 2015 Wisconsin Act 228, which made numerous changes to the acceptance of testimony for the Board of Review; and

WHEREAS, Wisconsin State Statute sec. 70.47(8), authorizes the Board of Review to consider requests from a property owner or their representative to testify under oath by telephone or written statements under oath; and

THEREFORE, BE IT RESOLVED by the Village of Cambridge, Dane and Jefferson Counties, Wisconsin, that it hereby approves a policy that sets forth procedures and criteria for the BOR to consider when an application is made to testify before the BOR by telephone or sworn written testimony.

This resolution was duly considered and adopted by the Village Board. A vote of ____ for and ____ against occurred on this ____ day of June 2015.

VILLAGE OF CAMBRIDGE

By: _____
Village President

Date: _____

Attest: _____
Lucy Peterson, Village Administrator/Treasurer/Deputy Clerk

Date: _____

Resolution Sponsor(s): Village Clerk Fiscal Effect: none
