

**CITY OF PLYMOUTH**  
**City Hall, 128 Smith Street**  
**Board of Review Meeting**

**Tuesday, June 4, 2024    Fire Department Training Room    1:00 PM to 3:00 PM**

**Mayor Pohlman**  
**Angie Matzdorf**  
**John Nelson**  
**Assessor Tom Okrie**

**Gary Kramer**  
**Clerk Anna Voigt**  
**Carole O'Malley**

**Administrator Tim Blakeslee**  
**Attorney Crystal Fieber**

**Agenda:**

- 1. Call to order and roll call:**
  - A. Note Regular members and Alternates:**
  - B. Notation of all others present:**
- 2. Select Chair and Vice-Chair:**
- 3. Verify that Interim Clerk filed the required training affidavit (Done May 31, 2024):**
- 4. Confirm:**
  - A. Assessment notices were mailed on May 13, 2024:**
  - C. Open Book dates were May 24, 2024, 9:00 AM to 11:00 PM, Assessor Tom Okrie was present. Publication was in the Plymouth Review on May 3, 2024. Postings were placed at City Hall lobby, Plymouth Utilities, and Plymouth Library on May 3, 2024. 2024 Guides for Property Owners were available at the Clerk's Office as well as from the Assessor.**
  - D. The Board of Review publication was done on May 3, 2024 in the Plymouth Review. Postings were placed in the City Hall lobby, Plymouth Utilities, and Plymouth Public Library on May 3, 2024.**
- 5. Examine Assessment Roll to confirm Assessor's Affidavit and signature are attached and confirm what level assessment is at:**
- 6. Certify all corrections of error under state law, if any:**
- 7. Consider any of the following:**
  - A. Waivers of the required 48-hour notice of intent to file an objection.**
  - B. Waivers of the BOR hearing allowing the property owner to appeal directly to circuit court.**
  - C. Requests to testify by telephone or submit sworn written statement.**
- 8. Schedule hearings for written objections, if any**
- 9. Conduct Board of Review Hearings:**
- 10. Adjournment:**

It is likely a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the City of Plymouth ADA Coordinator Leah Federwisch, located in the Plymouth Utilities office at 900 County Road PP, Plymouth, WI or call 920-893-3853.



# 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 SHEBOYGAN

Co-muni code 59271

I, Anna Voigt, the clerk for the CITY OF PLYMOUTH,

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:

JOHN NELSON

05/07/2024

Name

Date

05-31-2024 10:06 AM

Date electronically filed

avoigt@plymouthgov.com

Clerk email



# Board of Review Member Training Affidavit

## Preparer Information

Name Anna Voigt	Title Clerk
Email avoigt@plymouthgov.com	Phone 920-893-3738

## Signature Statement

Under penalties of law, I declare this form and all attachments are true, correct and complete to the best of my knowledge and belief.

Do you agree with the statement above?

YES  NO

## Submission Information

You successfully submitted your report. Print a copy for your records.

Comuni code: 59271

Submission date: 05-31-2024 10:06 AM

Confirmation: PA10720241622O1717167973641

Submission type: ORIGINAL