



BOARD OF REVIEW

Wednesday, July 17, 2024 at 1:00 p.m.

31275 W County Road K, Chenequa, Wisconsin 53029

This is official agenda notice of the Board of Review, on Wednesday, July 17, 2024, at 1 p.m. in the Village Board Room and via Zoom Communications.

Call Board of Review (BOR) to Order.

- 1) Roll Call.
- 2) Confirmation of appropriate Notices.
- 3) Verification of mandatory training requirement.
- 4) Verify that 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)]
- 5) Filing and summary of Annual Reports by Assessor.
- 6) Receipt of the Assessment Roll by Clerk from the Assessor.
- 7) Review the Assessment Roll and Perform Statutory Duties:
 - Examine the roll.
 - Correct description or calculation errors.
 - Add omitted property, and
 - Eliminate double assessed property.
- 8) Discussion/Action – Certify all corrections of error under state law (Wis. Stat. § 70.43).
- 9) Discussion/Action – Verify with the Assessor that Open Book changes are included in the Assessment Roll.
- 10) Allow Taxpayers to examine assessment data.
- 11) During the first two hours, consideration of:
 - Waivers of the required 48-hour notice of intent to file an objection when there is good cause,
 - Requests for waiver of the BOR hearing allowing the property owner an appeal directly to Circuit Court,
 - Requests to testify by telephone or submit sworn written statement,
 - Subpoena requests, and
 - Act on any other legally allowed/required Board of Review matters.
- 12) Review Notices of Intent to File Objection.
- 13) Proceed to schedule or hear objections, if any and if proper notice/waivers given unless scheduled for another date.
 - a. Objection to Real Property Assessment, None.
- 14) Consider/Act – Scheduling additional BOR date(s) (if necessary).
- 15) Adjourn (to future date if necessary).

Respectfully submitted by:
Deanna Braunschweig
Village Clerk – Treasurer

Join Zoom Meeting

<https://us02web.zoom.us/j/89699477523?pwd=6T8XW0JlnnXYCuuTaiTarOneO1vcCk.1>

Meeting ID: 896 9947 7523

Passcode: 404702

One tap mobile +13126266799

Request from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Village Administrator with as much advance notice as possible.

NOTICE OF POSTING TO VILLAGE HALL BULLETIN & WEBSITE
Village Clerk posted this agenda on July 11, 2024 by 4:30 PM

Phone 262-367-2239 • www.chenequa.org

Annual Assessment Report

Assessment Year <input style="width: 100%;" type="text" value="2024"/>	Co-muni code <input style="width: 50%;" type="text"/> - OR -	County <input style="width: 90%;" type="text" value="WAUKESHA"/>	Report Type <input style="width: 90%;" type="text" value="Maintenance"/>
	Municipality type <input style="width: 90%;" type="text" value="VILLAGE"/>	Municipality name <input style="width: 90%;" type="text" value="CHENEQUA"/>	

Assessor Information			
Assessor or Assessment Firm		Person completing form	
Name Tyler Technologies		Name Samuel Monroe	
Person signing assessment roll affidavit		Certification level	Certification expiration date
Name Samuel Monroe		ASSESSOR 3	6-30-2028
Certification level	Certification expiration date	Email	
ASSESSOR 3	6-30-2028	Sam.Monroe@TylerTech.com	
Primary assessor since (mm/dd/yyyy)		Phone	
11-1-2023		(812) 483-0653	
Assessor comments:			

Assessment Information			
Current		Assessment software	
Assessment type	Estimated level of assessment %	Name	
Maintneance	1	UNIVERS	
Board of Review final adjournment date		Version used	
07/17/2024		7.6	
Historical		Year of last update	
Year	Type	2020	
2023	Interim Market Update		
2022	Interim Market Update		
2021	Interim Market Update		

Besides the assessor, who completed the assessment (if applies)			
Name (ex: field staff, measurer)		Assessor certification level	Certification expiration date
Company name (if applies)		Email	
Address		Phone	
City	State	Zip	

Section 1 - General Municipality Information

A. Municipality general description

Located in Waukesha County, Chenequa is comprised of 359 residential parcels, 283 improved, 3 commercial parcels, 1 improved, 25 agricultural parcels, 4 undeveloped class parcels and 6 parcels of agricultural forest class.

B. Check boxes or fill in blanks of all that apply:

Summary of Requirements	Date or Number
1. Assessor's oath of office	7-17-2024
2. Mailed Notice of Changed Assessment	6-11-2024
3. Signed affidavit and attached to roll	7-17-2024
4. Submitted to Wisconsin Department of Revenue (DOR)	
• Municipal Assessment Report (MAR)	6-10-2024
5. Corrections and omissions discovery:	
• Discovered and corrected omitted property <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
• Provided property owners with written notice on their appeal rights <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
6. Open Book information:	
• Date of first Open Book	6-17-2024
• Number of parcels reviewed	1
• Number of changes of value due to Open Book	1
• Revised notices sent <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
7. Board of Review (BOR) information:	
• Date of first BOR with complete assessment roll	7-17-2024
• Reschedule date if needed <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA	
• Assessor attended BOR to defend assessments <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
8. Palpable errors or omitted parcels:	
• Reviewed and revalued property in error and certified value with clerk <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
• Verified with clerk, palpable error or omitted property was added to the roll <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA	

B. Check boxes or fill in blanks of all that apply:

Summary of Requirements	Date or Number
9. Property inspection:	
• Number field inspected	63
• Inspection type <input type="checkbox"/> Interior <input checked="" type="checkbox"/> Exterior <input type="checkbox"/> Drive-by	
10. Property sale(s) - total number of all sales (valid and invalid) in municipality for year prior to assessment date	8
11. Valid sales:	
• Total reviewed for validity (exclude those auto rejected by DOR)	8
• Number determined to be valid sales	7
• Number of inspections for properties that sold	0
12. Building permits:	
• Total number of all building permits (new construction, remodels)	77
• Number of permits field inspected	22
13. New construction:	
• Number of new construction permits field inspected	4
• Analyzed new construction and adjusted for value changes <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
14. Agricultural parcels	
• Total number of parcels	25
• Total number of inspections	25
• Type of inspections <input type="checkbox"/> Onsite physical inspection <input checked="" type="checkbox"/> Drive-by <input checked="" type="checkbox"/> Online maps, aerial photos <input type="checkbox"/> Other	
15. Updated agricultural land values using DOR's use-value rates adjusted to overall assessment level for current year as determined by assessor <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
16. Conducted ratio study for:	
• Previous assessment date <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA	
• Current assessment date <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA	

Section 2 - Scope of Work

A. Work Activity

This table shows the work activity by approximate percentage for each class. The [Wisconsin Property Assessment Manual \(WPAM\)](#) defines full revaluation, interim market update, and annual review/maintenance.

Work Activity

Class Code	Class Type	Parcel Count	Full Revaluation	Exterior Revaluation	Interim Market Update	Review/Maintenance
Class 1	Residential	359	%	%	%	10 %
Class 2	Commercial	3	%	%	%	0 %
Class 4	Agricultural	25	%	%	%	100 %
Class 5	Undeveloped	4	%	%	%	0 %
Class 5m	Agri Forest	6	%	%	%	%
Class 6	Prod Forest		%	%	%	%
Class 7	Other		%	%	%	%

B. Classifications for real or personal property

1. Residential (Class 1)

- Any parcel (or part of a parcel) of untilled land that is not suitable for the production of row crops, on which a dwelling or other form of human abode is located
- Vacant land where the most likely use would be for residential development
- Mobile homes assessed as real property are classified as residential
- Apartment buildings of up to three units are classified as residential

2. Commercial (Class 2)

- Land and improvements primarily devoted to buying and reselling goods
- Includes the providing of services in support of residential, agricultural, manufacturing and forest use

3. Manufacturing (Class 3)

- State law ([sec 70.995, Wis Stats.](#)), provides for the state assessment of manufacturing property

4. Agricultural (Class 4)

- State law [sec. 70.32\(2\)\(g\)1d., Wis Stats.](#), defines agricultural as “land, exclusive of buildings and improvements, which is devoted primarily to agricultural use”
- Land devoted primarily to the production of crops (excluding forestry operations) or the keeping, grazing, or feeding of livestock for the sale of livestock or livestock products
- Buildings and dwellings associated with growing, production, and associated services are classified as “Other” (Class 7)
- [Agricultural Assessment Guide for Wisconsin Property Owners](#) provides classification examples

5. Undeveloped (Class 5)

- Areas commonly called marshes, swamps, thickets, bogs, or wet meadows
- Fallow tillable land (assuming agricultural use is the land’s highest and best use)
- Road right-of-way, ponds, and depleted gravel pits
- Land because of soil or site conditions, is not producing or capable of producing commercial forest products