



BOARD OF REVIEW AGENDA

September 13, 2023 at 9:00 AM

**City Hall, 3rd Floor - Council Chambers, 828 Center Avenue,
Sheboygan, WI**

Notice of a meeting of the Board of Review at 9:00 AM, WEDNESDAY, September 13, 2023 in City Hall, 3rd Floor - Council Chambers, 828 Center Avenue, Sheboygan, WI. Persons with disabilities who need accommodations to attend the meeting should contact Meredith DeBruin at the City Clerk's Office, 828 Center Avenue, (920) 459-3361.

OPENING OF MEETING

1. Roll Call
2. Pledge of Allegiance

MINUTES

3. Approval of minutes from the May 2, 2023 meeting.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

4. Verification of any additional member(s) having met the mandatory training requirements.
5. Receipt of Assessment Department qualifications/credentials.
6. Assessor's Affidavit regarding 2023 Assessment Roll.
7. Receipt and review of Assessment Roll.
8. Certify all corrections of error and verify that open book changes are included in the Assessment Roll.
9. Allow taxpayers to examine the Assessment Roll.
10. Consider any waivers of the 48-hour notice of intent to file requirement.
11. Consider request for waiver of a Board of Review hearing.
12. Consider requests to testify by telephone or submit a sworn written statement.
13. Review Notices of Intent to file objections and prepare hearing schedule.

NEXT MEETING DATE

14. Next meeting date: TBD - Week of October 2, 2023

ADJOURN

15. Motion to adjourn

In compliance with Wisconsin's Open Meetings Law, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:

*City Hall • Mead Public Library
Sheboygan County Administration Building • City's website*

CITY OF SHEBOYGAN
BOARD OF REVIEW MINUTES
Tuesday, May 02, 2023

BOARD MEMBERS PRESENT: Ken King, Andy Ross, Fay Wingrove, David Hinze, Linda Serrano

STAFF/OFFICIALS PRESENT: City Attorney Charles Adams, City Clerk Meredith DeBruin, Property Appraiser Rae Ann Schmitz

OPENING OF MEETING

The Board of Review was called to order at 11:30 a.m.

1. Roll Call
2. Pledge of Allegiance

The Pledge of Allegiance was recited.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3. Confirmation of appropriate Board of Review and Open Meeting notices

City Clerk DeBruin confirmed that notice was posted and published on March 30, 2023.

4. Selection of Board of Review Chairperson and Vice Chairperson

Motion by Hinze, Seconded by Ross to nominate Ken King as Chairperson. All members voting aye.

Motion by Ross, Seconded by Serrano to nominate David Hinze as Vice Chairperson. All members voting aye.

5. Verification that a member has met the mandatory training requirements.

City Clerk DeBruin confirmed that Ken King had completed training for the 2023 year. Also, it was noted that all Board members should complete the training prior to the next Board meeting in September 2023.

6. Verify the City of Sheboygan has adopted an Ordinance for the confidentiality of income and expense information provided to the assessor under state law (sec. 70.47(7)(af)).

City Clerk DeBruin verified that Gen. Ord. No. 90-99-00 was adopted by the City in 2000.

7. Policy regarding the procedure for sworn telephone testimony and sworn written testimony.

Motion by Hinze, Seconded by Ross to adopt the policy and instruct Chair King to sign. All members voting aye.

Item 3.

8. Policy regarding the procedure for waiver of Board of Review hearing requests.

Motion by Hinze, Seconded by Ross to adopt the policy and instruct Chair King to sign. All members voting aye.

NEXT MEETING DATE

9. Next meeting date: September 13, 2023

ADJOURN

10. Motion to adjourn

Board was adjourned at 11:35 a.m.