



# BOARD OF REVIEW AGENDA

**October 01, 2024 at 9:00 AM**

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

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Notice of a meeting of the Board of Review at 9:00 AM, Tuesday, October 1, 2024 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

## **ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

3. Approval of Minutes from the September 11, 2024 Board Meeting
4. Board of Review to hear scheduled objections

## **ADJOURN**

5. 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**  
**Wednesday, September 11, 2024**

**OPENING OF MEETING**

- 1. Roll Call

Board members present: Andy Ross, Linda Serrano, Fay Uraynar, David Hinze, and Chair Michael Vandersteen.

- 2. Pledge of Allegiance

The Pledge of Allegiance was recited.

- 3. Minutes from the April 22, 2024 Board of Review Meeting

**MOTION TO APPROVE THE MINUTES**

Motion made by Hinze. Seconded by Ross.

Voting Yea: Ross, Serrano, Uraynar, Hinze, and Vandersteen

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

- 4. Verification of any additional member(s) having met the mandatory training requirements.

City Clerk confirmed that Board members Vandersteen and Hinze completed the training requirements.

- 5. Receipt of Assessment Department qualifications/credentials.

Assessment Department qualifications were logged into the record.

- 6. Assessor's Affidavit regarding 2024 Assessment Roll.

Assessor's Affidavit was signed and logged into the record.

- 7. Receipt and review of Assessment Roll.

**MOTION TO RECEIVE**

Motion made by Uraynar. Seconded by Ross.

Voting Yea: Ross, Serrano, Uraynar, Hinze, and Vandersteen

- 8. Certify all corrections of error and verify that open book changes are included in the Assessment Roll.

**MOTION TO RECEIVE AND VERIFY CORRECTIONS AND CHANGES**

Motion made by Uraynar. Seconded by Ross.

Voting Yea: Ross, Serrano, Uraynar, Hinze, and Vandersteen

9. Allow taxpayers to examine the Assessment Roll.

Assessment Roll remained open for entire meeting for taxpayers' review.

10. Consider any waivers of the 48-hour notice of intent to file requirement.

John Keller was present and verbally requested a waiver.

**MOTION TO GRANT THE REQUEST**

Motion made by Uraynar. Seconded by Ross.

Voting Yea: Ross, Serrano, Uraynar, Hinze, and Vandersteen

11. Consider request for waiver of a Board of Review hearing.

Two properties submitted a request for waiver of the Board of Review hearing. Properties located at 595 S. Taylor Drive and 3711 S. Taylor Drive.

**MOTION TO APPROVE BOTH THE WAIVERS**

Motion by Hinze. Seconded by Serrano.

Voting Yea: Ross, Serrano, Uraynar, Hinze, and Vandersteen

12. Consider requests to testify by telephone or submit a sworn written statement.

None to consider.

13. Review Notices of Intent to file objections and prepare hearing schedule.

Four objections were submitted. 20-minute hearings were set for Tuesday, October 1, 2024 for the following properties:

9:15 a.m. – 1721 N. 1<sup>st</sup> Street

9:35 a.m. – 1919 S 22<sup>nd</sup> Street

9:55 a.m. – 1417 N. 8<sup>th</sup> Street

10:15 a.m. – 3717 S. 17<sup>th</sup> Place

**NEXT MEETING DATE**

14. Next meeting date: October 1, 2024

**ADJOURN**

15. Motion to adjourn

**MOTION TO ADJOURN AT 11:00 AM**

Motion by Hinze. Seconded by Ross.

Voting Yea: Ross, Serrano, Uraynar, Hinze, and Vandersteen