



BOARD OF REVIEW AGENDA

September 12, 2022 at 10:00 AM

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

Notice of a meeting of the Board of Review at 10:00 AM, MONDAY, September 12, 2022 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
3. Selection of a Board of Review Vice-Chair

MINUTES

- [4.](#) Approval of minutes from the May 23, 2022 meeting

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5. Receipt of Assessment Department qualifications/credentials
6. Assessor's Affidavit regarding 2022 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 requests for waiver of the BOR hearing
12. Consider requests to testify by telephone or submit a sworn written statement
13. Review Notices of Intent to file objections and prepare schedule

NEXT MEETING DATE

14. Next meeting date: September 26, 2022

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
Monday, May 23, 2022

Item 4.

BOARD MEMBERS PRESENT: Kenneth King, David Hinze, and Fay Wingrove

BOARD MEMBER EXCUSED: Linda Serrano

STAFF/OFFICIALS PRESENT: City Attorney Chuck Adams, City Clerk Meredith DeBruin, WSCS Cable TV Director Scott Mealiff, Property Appraiser Rae Ann Schmitz, Property Appraiser Taylor Hoffmann

OPENING OF MEETING

Kenneth King called the Board to order at 9:00 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 Meetings notices

City Clerk Meredith DeBruin confirmed that the appropriate notices were posted in accordance with current laws.

4. Selection of Board of Review Chairperson

Motion made by David Hinze, Seconded by Fay Wingrove to elect Kenneth King as Chairperson for the Board of Review. There were no other nominations. Kenneth King accepted the nomination.
Voting Yea: Kenneth King, David Hinze, and Fay Wingrove.

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

City Clerk Meredith DeBruin verified that Fay Wingrove and Linda Serrano completed training in 2022. David Hinze was also completing training in 2022.

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 Attorney Chuck Adams verified that Gen. Ord. No. 99-99-00 was adopted on February 21, 2000.

7. Review of new laws

City Attorney Chuck Adams stated the only new law was a change in 2021 to Wisconsin State Statute 70.47 removing "osteopath" from the qualified persons able to confirm illness or disability.

8. Policy regarding the procedure for sworn telephone testimony and sworn written testimony
Motion made by Fay Wingrove, Seconded by David Hinze to adopt the same policy as 2021 and direct the Board of Review Chairperson Kenneth King to sign.
Voting Yea: Kenneth King, Fay Wingrove, and David Hinze.
9. Policy regarding the procedure for waiver of Board of Review hearing requests

Motion made by Fay Wingrove, Seconded by David Hinze to adopt the same policy as 2021 and direct the Board of Review Chairperson Kenneth King to sign.
Voting Yea: Kenneth King, Fay Wingrove, and David Hinze.

NEXT MEETING DATE

10. Next meeting date: September 12, 2022

Due to the fact that the assessment roll is not complete at this time, the Board of Review will adjourn until September 12, 2022. Examination of the assessment roll will begin on July 25, 2022.

ADJOURN

11. Motion to adjourn

Motion by Fay Wingrove, Seconded by David Hinze to adjourn at 9:05 a.m.
Voting Yea: Kenneth King, Fay Wingrove, and David Hinze.