



City of Waupun
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"Wild Goose Center of Wisconsin"

Board of Review Minutes of Meeting- June 4, 2020

The Board of Review met in regular session on Thursday, June 4, 2020 at 9:00 a.m. in the City Hall Council Chambers located at 201 E. Main Street, Waupun.

Clerk Hull calls the meeting to order at 9:00am.

Clerk Hull takes roll call.

Board of Review members present on roll call are Richard Steinbach, Julie Nickel, Dylan Weber, Jon Dobbratz, Fred Mollien, and Jan Harmsen. No members are absent. A quorum is noted.

Also present is City Assessor Craig Olson of Associated Appraisal.

No audience is present.

Clerk calls for nominations for Board Chairman.

Motion Dobbratz, second Harmsen to appoint Steinbach as Board Chairman.

No other nominations are heard.

Motion Mollien, second Weber to close nominations.

Motion carried to appoint Steinbach as Chairman.

The Notice of the Board of Review was published 15 days prior to the meetings of Open Book and Board of Review. The notice was published as a Class 1 Notice on the May 20, 2020 and posted in 3 public places of the Waupun City Hall, Waupun Public Library, and Waupun Utilities

Open Book which was conducted by Craig Olson of Associated Appraisal on May 15 and 19, 2020 through virtual and teleconferencing due to COVID-19.

Affidavits of the Board members, Clerk and Assessor have been received.

The policy of Sworn Telephone or Written Testimony was previously adopted by the Board of Review.

At 9:03am the tape is turned off as there no individuals present to be heard.

At 9:10am the tape is turned on.

Craig Olson of Associated Appraisal provides the 2020 assessment roll to the Clerk and provides information on the open book happenings and process.

Olson provides the information on the submission of form PA-5/661 Corrections of Errors by Assessors:

205 Gateway Drive- Cee Media LLC (Parcel WPN00400)

This is a property (1.79 acres) with a billboard that was found to have received a real estate tax bill as well as a personal property tax bill, thus being double taxed. This will require a \$712.89 refund of taxes. He will continue as real estate and no longer receive a personal property statement.

Motion Harmsen, second Nickel to approve a refund of \$712.89 of personal property taxes to Cee Media LLC of 205 Gateway Drive, Waupun. Motion carried.

114 Washington Avenue-Second Century LLC (Parcel 292-1315-0421-022)

There was a calculation error of the percentage complete for this property. Building construction began in 2018. Associated staff was unable to get access to the interior of the building and based the applied assessment on the viewing of the exterior and what was thought to have been completed on the interior. Due to the reduction in the assessment, a refund of \$3,493.85 is requested.

Motion Nickel, second Mollien to approve a refund of \$3,493.85 of real estate property taxes to Second Century LLC of 114 Washington Avenue, Waupun. Motion carried.

804 Seymour Street-Bradley and Mades Lewin (292-1315-0433-043)

There was a calculation error of the percentage complete for this property. This was new construction and Associated staff was unable to get access to the interior. Associated had this property at 70% complete and it was only 10% complete. Due to the reduction in the assessment, a refund of \$1,943.88 is requested.

Motion Nickel, second Weber to approve a refund of \$1,943.88 of real estate property taxes to Bradley and Mades Lewin of 804 Seymour Street, Waupun. Motion carried.

102 Shaler Drive- Data Sales Co. Inc. (292-9901-3300-181)

This is a property that was found to have received a real estate tax bill as well as a personal property tax bill, thus being double taxed. This will require a \$59.94 refund of taxes. He will continue as real estate and no longer receive a personal property statement.

Motion Nickel, second Weber to approve a refund of \$59.94 of personal property taxes to Data Sales Co. Inc. of 102 Shaler Drive, Waupun. Motion carried.

Olson updates the Board on the overall points of interest from 2019:

City of Waupun is in compliance with an overall level of Assessment of 96%.

64 sales in 2019 which provided a median ratio of 90% level of assessment.

Open Book Issues:

Marshview Hospitality (204 Shaler Drive) DBA AmericInn Hotel received a reduction of \$1.3M in assessed value as they provided 3 years of operating statements and it was concluded they had been over assessed. Marshview Hospitality provided a downward trend of net income and expenses rising higher than revenue. The other hotel in Waupun was recently sold so it was used as a comparable as to how low the assessment would go.

As no objectors made request for a scheduled appointment to appear before the Board and no audience is present to be heard, the tape recording was turned off at 9:30am.

At 10:59am the Clerk turned on the tape recording.

No objections were heard.

Motion Harmsen, second Mollien to conclude the two-hour session at 11:01am and adjourn the Board of Review. Motion carried.

Angela J. Hull, Board of Review Clerk