



City of Manitowoc

900 Quay Street
Manitowoc, WI 54220
www.manitowoc.org

Meeting Minutes

Board of Review

Wednesday, May 13, 2020

5:30 PM Board of Review will be held via remote conferencing

Call to Order

Mayor Justin Nickels called the Board of Review to order at 5:30 p.m. with public notice given in accordance with Wisconsin Statutes.

Board members Mayor Justin Nickels and City Clerk Deborah Neuser as well as Assessor Bill Gruber were present at City Hall for Board of Review. As allowed by Department of Revenue guidelines, Board members Scott McMeans, Jeremiah Novak, Jim Brey, Eric Sitkiewitz, and Steve Czekala attended via remote conferencing.

An ordinance was adopted by the Common Council on May 16, 1994, and published on May 18, 1994, to reduce the size of the Board of Review from eight members to seven members, thereby reducing a quorum from five to four members.

An ordinance was adopted by the Common Council on May 15, 1995, providing that the Board shall be composed of the Mayor, City Clerk and five members of the Common Council to be appointed by the Mayor. The Mayor may appoint up to five additional members of the Common Council as alternates to serve in the event of the unavailability of any member.

Board Members Take Oath of Office

City Clerk Deborah Neuser administered Oaths of Office for Board Members Mayor Justin Nickels, Scott McMeans, Jeremiah Novak, Jim Brey, Eric Sitkiewitz and Steve Czekala

Assessor Takes Oath of Office

City Clerk Deborah Neuser administered Oath of Office for Assessor Bill Gruber

Roll Call

Also present: City Attorney Kathleen McDaniel, Assessor Bill Gruber, and Deputy City Clerk Mackenzie Reed-Kadow

Present: 7 - Nickels, Neuser, Brey, Sitkiewitz, Czekala, McMeans and Novak

Approval of Minutes

[20-0440](#) Minutes of Board of Review of May 29, 2019

Moved by Brey, seconded by Sitkiewitz, that the Minutes be approved. The motion carried by the following vote:

Aye: 7 - Nickels, Neuser, Brey, Sitkiewitz, Czekala, McMeans and Novak

Election of Chair and Vice-Chair

Mayor Justin Nickels proceeded with nominations for Chairperson and Vice-Chairperson of the Board. Alderperson Jim Brey nominated Mayor Justin Nickels as Chair. There being no other nominations, it was moved by Alderperson Sitkiewitz, seconded by Alderperson Steve Czekala to close nominations and cast a unanimous ballot. Mayor Justin Nickels was declared appointed as Chairperson. Ayes, 7. Nays, none.

Alderperson Eric Sitkiewitz nominated Alderperson Jim Brey as Vice-chair. There being no other nominations, it was moved by Alderperson Sitkiewitz, seconded by Alderperson Czekala to close nominations and cast a unanimous ballot. Alderperson Jim Brey was declared appointed as Vice-chairperson. Ayes, 7. Nays, none.

Discussion and Action Items

[20-0441](#) Notice of meeting published in Herald-Times Reporter on April 19, 2020

City Clerk read proof of publication

[20-0442](#) Public Notice of Meeting Posted on April 17, 2020

City Clerk reported that the meeting notice was posted on April 17, 2020

[20-0443](#) Verify that member(s) have met the mandatory training requirements. City Clerk Deborah Neuser has completed the training.

City Clerk reported that Wisconsin State Statutes require that a member of the board attend a training session. City Clerk Deborah Neuser attending the required Board of Review Training on September 27, 2019, and an affidavit is on file with the 2020 Board of Review matters.

[20-0444](#) Verify City has an ordinance for the confidentiality of income and expense information provided to the assessor under state law (sec. 70.47(7)af).
Municipal Code Section 23.140

City Attorney Kathleen McDaniel verified that the City has an ordinance of the confidentiality of income and expense information.

- [20-0445](#) Assessor's Affidavit relative to completion of the 2019 assessment roll. Receipt of Assessment Roll by Clerk from Assessor.
- [20-0446](#) Attorney reviews role and duties of members of the Board of Review and procedures to be followed.
City Attorney Kathleen McDaniel explained the role and duties of members of the Board of Review and went over procedures to be followed. She reminded the Board that she represents the Board of Review and not the Assessor.
- [20-0447](#) Annual Assessment Report by Assessor, current level of assessment and review of Uniform Standards regulating Assessors.
- [20-0448](#) ASSESSOR'S CHANGES: 1) Certify all corrections of error under state law (sec 70.43 Wis. Stats); 2) Verify with Assessor that open book changes are included in the assessment roll
Assessor Bill Gruber reported no corrections of error and all open book changes have been entered in the assessment roll.
- [20-0449](#) Allow taxpayers to examine assessment data

Waivers of the Required 48-hour notice of intent to file an objection, when there is good cause

City Clerk reported there are none.

Requests for Waiver of Board of Review Hearing allowing property owner an appeal directly to Circuit Court

- [20-0450](#) Request of Robin Manitowoc LLC and BOBO Manitowoc, LLC, Reinhart Boerner Van Deuren s.c., Agent, for Objection to Real Property Assessment of parcel 725-000-122
Request has been withdrawn
- [20-0474](#) Request of Lowe's Home Centers, LLC, Daniel P. Deveny, Fredrikson & Byron, PA, Agent, for Request for Waiver of Board of Review Hearing relative to objection to assessment of parcel 835-101-666.
Moved by McMeans, seconded by Brey, to approve this request. The motion carried by the following vote:

Aye: 7 - Nickels, Neuser, Brey, Sitkiewitz, Czekala, McMeans and Novak

Requests to testify by telephone or submit sworn written statement, subpoena requests & act on any other legally allowed Board of Review matters

City Clerk reported that there are none.

Review Notices of Intent to File Objection

Hear Objections to Assessments (Real and Personal Property)

[20-0451](#) Request of Gary Bendix for Objection to Real Property Assessment of parcel 824-202-230

Request has been withdrawn

[20-0475](#) Request of PBJC Fest I LLC (Festival Foods), DuCharme, McMillen & Associates, Inc. (DMA Inc.) - Daniel Willaert, Agent, for Objection to Real Property Assessment of parcel 836-302-010.

Request has been withdrawn

[20-0476](#) Request of Bay Pointe Developers II LLC, for Objection to Real Property Assessment of parcel 817-404-010.

Request has been withdrawn

Board of Review approves the assessment roll

Moved by Sitkiewitz, seconded by McMeans, to approve and accept the assessment roll. The motion carried by the following vote:

Aye: 7 - Nickels, Neuser, Brey, Sitkiewitz, Czekala, McMeans and Novak

Consider scheduling additional Board of Review dates, if needed

Adjournment

Moved by McMeans, seconded by Sitkiewitz, to adjourn sine die. The motion carried by the following vote:

Aye: 7 - Nickels, Neuser, Brey, Sitkiewitz, Czekala, McMeans and Novak