



City of Manitowoc

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

Meeting Minutes

Board of Review

Wednesday, May 29, 2019

5:30 PM

Common Council Chambers

Call to Order

City Clerk Deborah Neuser called the the Board of Review to order at 5:30 p.m. with public notice given in accordance with Wisconsin Statutes.

A resolution was adopted by the Common Council on October 6, 1980, providing that the Board of Review shall meet in Council Chambers or in such other room in City Hall that may be available, providing that notice of the meeting in such room is posted on the door to the Council Chambers prior to the meeting.

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 Jim Brey, Lee Kummer, Mike Williams and Steven Czekala.

Roll Call

Present: 5 - Neuser, Brey, Kummer, Williams and Czekala

Absent: 2 - Nickels and Novak

Approval of Minutes

[19-0438](#) Minutes of Board of Review of 6/5/18

Attachments: [Meeting Minutes 6-5-18 Board of Review](#)

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

Aye: 5 - Neuser, Brey, Kummer, Williams and Czekala

[19-0439](#) Notice of meeting published in Herald-Times Reporter on 4/14/19

Attachments: [BOR Affidavit](#)

City Clerk read the proof of publication.

[19-0440](#) Public Notice of Meeting Posted on 4-12-19

Attachments: [BOR Public Notice](#)

City Clerk reported that the meeting notice was posted on April 12, 2019.

Election of Chair and Vice-Chair

City Clerk Deborah Neuser proceeded with nominations for Chairperson and Vice-Chairperson of the Board. Moved by Alderperson Kummer, seconded by Alderperson Williams, and unanimously carried to nominate Alderperson Jim Brey as Chairperson of the Board and to nominate Alderperson Czekala as Vice-Chairperson of the Board and to close nominations and cast a unanimous ballot. There being no further nominations, Alderperson Jim Brey was declared appointed as as Chairperson and Alderperson Czekala was declared as Vice-Chairperson. Ayes, 5. Nays, none.

Discussion and Action Items

[19-0441](#) 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 attended the required Board of Review Training on May 4, 2018, and an affidavit is on file with the 2019 Board of Review matters.

[19-0442](#) 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 Clerk verified that City has an ordinance for the confidentiality of income and expense information.

[19-0443](#) Assessor's Affidavit relative to completion of the 2019 assessment roll. Receipt of Assessment Roll by Clerk from Assessor.

[19-0444](#) 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.

Requests for waiver of Board of Review hearing allowing property owner an appeal directly to Circuit Court

[19-0616](#) 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.

Attachments: [Lowe's Home Centers, LLC](#)

City Clerk reported having received Agent Authorization form authorizing Attorney Thomas M. Hoffmann as agent.

Moved by Czekala, seconded by Kummer, to grant Request for Waiver of Board of Review Hearing. The motion carried by the following roll call vote:

Aye: 4 - Neuser, Brey, Kummer and Czekala

Nay: 1 - Williams

[19-0617](#) Request of North Ridge Property Group, LLC, Thomas M. Hoffmann, Fredrikson & Byron, PA, Agent, for Request for Waiver of Board of Review Hearing relative to objection to assessment of parcel 817-302-020.

Attachments: [North Ridge Property Group, LLC](#)

Moved by Czekala, seconded by Williams, to grant Request for Waiver of Board of Review Hearing. The motion carried by the following roll call vote:

Aye: 5 - Neuser, Brey, Kummer, Williams and Czekala

[19-0445](#) Annual Assessment Report by Assessor, current level of assessment and review of Uniform Standards regulating Assessors.
Assessor Gary Doering reported that the anticipated assessment ratio for 2019 will be 100.13% for residential and 99.38% for commercial property.

[19-0446](#) 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 Gary Doering reported that all corrections are included in the assessment roll.

[19-0447](#) Allow taxpayers to examine assessment data

Assessor Takes Oath of Office

City Clerk Deborah Neuser administered Oath of Office to Assessor Gary Doering.

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 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 were none.

Review Notices of Intent to File Objection

City Clerk reported that there were none.

Hear objections to assessments (real and personal property)

[19-0607](#)

Request of Aurora Medical Group, Inc., Chad Zeznaski, Wipfli LLP, Agent, for Objection to Real Property Assessment of parcel 817-304-040

Attachments: [Aurora](#)

City Assessor Gary Doering and City Attorney Kathleen McDaniel indicated that the City and Aurora were able to come to an agreement on their assessment. Aurora withdrew their objection.

Consider scheduling additional Board of Review dates, if needed**Adjournment**

Moved by Czekala, seconded by Williams, that this meeting be adjourn sine die at 7:30 p.m. The motion carried by the following vote:

Aye: 5 - Neuser, Brey, Kummer, Williams and Czekala