



City of Manitowoc

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

Meeting Minutes

Board of Review

Tuesday, June 5, 2018

5:30 PM

Common Council Chambers

Call to Order

The Board of Review was called 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

Assessor Takes Oath of Office

City Clerk Deborah Neuser administered Oaths of Office for Board members Scott McMeans, Jeremiah Novak, Todd Lotz, Rhienna Gabriel, and Justin M. Nickels along with Assessor Ryan Wilson of Accurate Appraisal.

Roll Call

Present: 6 - McMeans, Novak, Lotz, Gabriel, Nickels and Neuser

Absent: 1 - Howe

Also present was City Attorney Kathleen McDaniel, Assessor Ryan Wilson of Accurate Appraisal, and Deputy City Clerk Mackenzie Reed-Kadow.

(Wisconsin State Statutes allows property owners to request to have a Board member(s) removed as detailed therein and requires that the Board of Review be in session no less than two hours at their first session.)

Approval of Minutes

[18-0536](#) Minutes of Board of Review of 5/24/17 and 8/29/17.

Attachments: [2017 Minutes.pdf](#)

Moved by McMeans, seconded by Novak, that the minutes be approved. The motion carried by the following vote:

Aye: 6 - McMeans, Novak, Lotz, Gabriel, Nickels and Neuser

Election of Chair and Vice-Chair

Mayor Nickels proceeded with nominations for Chairperson and Vice-Chairperson of the Board. Moved by Alderperson McMeans, seconded by Alderperson Novak, and unanimously carried to nominate Mayor Nickels as Chairperson of the Board and to nominate Alderperson Lotz as Vice-Chairperson of the Board and to close nominations and cast a unanimous ballot. There being no further nominations, Mayor Nickels was declared appointed as Chairperson and Alderperson Lotz was declared as Vice-Chairperson. Ayes, 6. Nays, none.

Discussion and Action Items

[18-0543](#) Notice of meeting published in Herald-Times-Reporter on 4-15-18

Attachments: [18-0543.pdf](#)

City Clerk read the proof of publication.

[18-0540](#) Public Notice of Meeting Posted on 4-16-18

Attachments: [18-0540.pdf](#)

City Clerk reported that the meeting notice was posted on June 1, 2018.

[18-0560](#) Verify that member(s) have met the mandatory training requirements. City Clerk Deborah Neuser and Alderperson Rhienna Gabriel have completed the training.

Attachments: [training.pdf](#)

City Clerk reported that Wisconsin State Statutes require that a member of the Board attend a training session. City Clerk Deborah Neuser and Alderperson Rhienna Gabriel attended the required Board of Review training on May 4, 2018, and an affidavit is on file with the 2018 Board of Review matters.

[18-0559](#) 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

Attachments: [confidential.pdf](#)

City Clerk read this portion of the Municipal Code.

[18-0537](#) Assessor's Affidavit relative to completion of the 2018 assessment roll. Receipt of Assessment Roll by Clerk from Assessor.

[18-0538](#) Attorney reviews role and duties of members of the Board of Review and procedures to be followed.

City Attorney 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.

[18-0539](#) Annual Assessment Report by Assessor, current level of assessment and review of Uniform Standards regulating Assessors.

City Assessor Ryan Wilson reported that the anticipated assessment ratio for 2018 will be 103-104%, down from 2017's assessment ratio of 107%. He answered questions and explained what the assessment ratio means.

[18-0542](#) 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 Ryan Wilson reported that all corrections of error are included in the assessment roll, and provided a summary of said corrections.

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

[18-0541](#) Allow taxpayers to examine assessment data.

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

[18-0571](#) 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: [18-0571.pdf](#)

Moved by Gabriel, seconded by Lotz, to grant Request for Waiver of Board of Review Hearing. The motion carried by the following vote:

Aye: 6 - McMeans, Novak, Lotz, Gabriel, Nickels and Neuser

Mayor Justin M. Nickels left meeting at 6 p.m.

Deborah Neuser left meeting at 6:22 p.m. and returned at 6:27 p.m.

Mayor Justin M. Nickels returned to meeting at 7:20 p.m.

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)

None.

Consider scheduling additional Board of Review Dates, if needed.

No additional Board of Review dates needed.

Discussion and Action Items

Moved by Gabriel, seconded by Novak, that the 2018 Assessment Roll be approved. The motion carried by the following vote:

Aye: 6 - McMeans, Novak, Lotz, Gabriel, Nickels and Neuser

Adjournment

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

Aye: 6 - McMeans, Novak, Lotz, Gabriel, Nickels and Neuser