



# City of Manitowoc

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

## Meeting Minutes

### Board of Review

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Tuesday, August 29, 2017

5:30 PM

Common Council Chambers

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**Board may recess from time to time until its business is completed.**

#### Call to Order

#### Roll Call

Also present were City Attorney Kathleen McDaniel, Assessors Ryan Wilson and Gary Doering of Accurate Appraisal, LLC, and Deputy Clerk Mackenzie Reed-Kadow.

**Present:** 5 - Kummer, Brey, Czekala, Sitkiewitz and Neuser

**Absent:** 1 - Nickels

#### Approval of Minutes

[17-0862](#) Minutes of Board of Review of 5/23/16 and 7/21/16.

**Attachments:** [5-23-16.pdf](#)

[7-21-16.pdf](#)

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

**Aye:** 5 - Kummer, Brey, Czekala, Sitkiewitz and Neuser

#### Discussion and Action Items

[17-0861](#) Notice of meeting published in Herald Times Reporter on May 7, 2017

**Attachments:** [public notice.pdf](#)

City Clerk reported that the notice was published.

[17-0863](#) Public Notice of Meeting Posted on August 25, 2017

**Attachments:** [Meet Not.pdf](#)

City Clerk reported that this notice was published.

[17-0864](#)

Assessor's Affidavit relative to completion of the 2017 assessment roll.

The 2017 assessment rolls were completed and the Assessor's Affidavit attached thereto was completed by City Assessor Ryan Wilson of Accurate Appraisal, LLC and subscribed and sworn before City Clerk Deborah Neuser.

City Clerk reported that it is the Board of Review's policy that the City Clerk will record and transcribe proceedings only if needed in the courts.

[17-0865](#)

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 reviewed the procedures to be followed during the Board of Review meeting. City Attorney reminded the Board that she represents the Board of Review and not the Assessor.

[17-0866](#)

Report of Assessor relative to current level of assessment and reviews Uniform Standards regulating Assessors.

City Assessor noted that the current level of assessment is approximately 107.2%.

[17-0867](#)

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.

**Attachments:** [assessor changes.pdf](#)  
[property omission.pdf](#)

City Assessor reported that all corrections of error are included in the assessment roll.

[17-0868](#)

Allow taxpayers to examine assessment data.

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

None.

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

[17-0869](#)

Request for Waiver of Board of Review Hearing: Manitowoc Partners, PO Box 8050 Bentonville, AZ 72712; Brendan Douylliez/Robert Hill, Paradigm Tax Group, Agent; Property Address 4115 Calumet Avenue; Parcel 836-203-020 along with supplemental documentation: Objection to Real Property Assessment, Request to Testify by Telephone or Submit a Sworn Written Statement and Agent Authorization.

**Attachments:** [OBJ 17-001.pdf](#)  
[Withdraw Request-Objection.pdf](#)

City Clerk reported that this request has been withdrawn.

**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 was one taxpayer that provided notification of their Intent to File Objection, but did not end up filing.

**Hear Objections to Assessments (Real and Personal Property)**

None.

**Consider scheduling additional Board of Review Dates, if needed.**

The Board came to the consensus that scheduling additional Board of Review dates is not necessary.

**Ajournment**

Meeting adjourned at 7:30 P.M.

**Moved by Kummer, seconded by Sitkiewitz, that this meeting be adjourn sine die. The motion carried by the following vote:**

**Aye:** 5 - Kummer, Brey, Czekala, Sitkiewitz and Neuser