



City of Manitowoc

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

Meeting Minutes

Board of Review

Wednesday, September 15, 2021

5:00 PM

Council Chambers

Note-Meeting will also be available via Remote Conferencing
(Zoom)

Call to Order

Mayor Justin Nickels called the Board of Review to order at 5:00 p.m. with public notice given in accordance with Wisconsin Statutes.

Roll Call

Present: 6 - Nickels, Reed-Kadow, Brey, Sitkiewitz, Schlei and Czekala

Absent: 1 - Brunner

Clerk Administers Oath of Office to Assessor & Board of Review Members Not Previously Sworn In

Approval of Minutes

[21-0818](#) Minutes of Board of Review of May 13, 2020

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

Aye: 6 - Nickels, Reed-Kadow, Brey, Sitkiewitz, Schlei and Czekala

[21-0819](#) Minutes of Board of Review of May 18, 2021

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

Aye: 6 - Nickels, Reed-Kadow, Brey, Sitkiewitz, Schlei and Czekala

Discussion and Action Items

[21-0845](#) Notice of meeting published in the Herald Times Reporter on July 5, 2021 and posted on July 1, 2021

City Clerk verified this was published and posted

- [21-0846](#) 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 this ordinance is in effect
- [21-0847](#) Assessor's Affidavit relative to completion of the 2021 assessment roll. Receipt of Assessment Roll by Clerk from Assessor.
Assessor presented Clerk with roll, affirmed roll is correct to the best of Assessor's knowledge.
- [21-0848](#) 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.
- [21-0851](#) Annual Assessment Report by Assessor, current level of assessment and review of Uniform Standards regulating Assessors
Assessor explained that full a market reevaluation was completed. Average increase of residential properties was 12.5%. During the open book period, Accurate lowered valuations for 110 properties and increased valuations for 6 properties.
- [21-0852](#) 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 Gaber reported that all open book changes have been entered into the assessment roll.
- [21-0853](#) 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 to appeal directly to Circuit Court

- [21-0870](#) Request of Lowe's Home Centers, LLC, Joseph A. Pickart, Husch Blackwell LLP, Agent, for Request for Waiver of Board of Review Hearing relative to objection to assessment of parcel 835-101-666.

Moved by Brey, seconded by Sitkiewitz, to approve this request. The motion carried by the following vote:

Aye: 6 - Nickels, Reed-Kadow, Brey, Sitkiewitz, Schlei and Czekala

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 & Personal Property)

[21-0859](#)

Request of James Kennedy for objection to real property assessment of parcel 343-002-090

Property owner did not appear before the Board; no action taken, Assessor's valuation unchanged.

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

Aye: 6 - Nickels, Reed-Kadow, Brey, Sitkiewitz, Schlei and Czekala

Consider scheduling additional Board of Review dates, if needed

No additional meetings needed.

Adjournment

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

Aye: 6 - Nickels, Reed-Kadow, Brey, Sitkiewitz, Schlei and Czekala