

**CITY OF WISCONSIN RAPIDS**  
**2022 BOARD OF REVIEW**  
**First Floor Conference Room – City Hall, 444 West Grand Avenue**

**Minutes**

The City of Wisconsin Rapids Board of Review met at 9:09 a.m. on Friday, May 27, 2022 in the First Floor Conference Room of City Hall. Members present were Len Strigel, Don Walloch, Peter Kastenholz, Alex Hewett, and Lee Gossick. Also present were City Clerk Jennifer Gossick, Deputy City Clerk Sue Bravick, City Assessors Steve Shepro, Beth Polacek and Dalton Probyn, and City Attorney Sue Schill.

1. Call to order

Clerk Gossick called the meeting to order at 9:09 a.m.

2. Roll Call

All Board of Review Members were present except Keith Wilkes, who was excused, and Alternate Board Member Alan Panek.

3. Confirmation of appropriate Board of Review (BOR) and Open Meetings notices

Clerk Gossick confirmed that the Board of Review official notice was published on April 29, 2022 in the Daily Tribune, official newspaper of the City of Wisconsin Rapids, and provided an affidavit of publication from the paper. The notice was also posted on April 27, 2022 on the City's website and online calendar, the bulletin boards at City Hall, McMillan Memorial Library, and the Lowell Senior Center, the main door of City Hall, and emailed to those news media and persons who have filed a written request for such notice.

Clerk Gossick confirmed the Open Meetings law notice with agenda was posted on May 25, 2022 on the City's website and online calendar, the bulletin boards at City Hall, McMillan Memorial Library, and the Lowell Senior Center, and emailed to the Daily Tribune, and to those news media and persons who have filed a written request for such notice.

4. Elect a Chairperson

Len Strigel nominated Peter Kastenholz for Chairperson, and Mr. Kastenholz accepted the nomination. No further nominations were received, and nominations were closed. A voice vote was taken and Mr. Kastenholz was elected Chairperson, 5 ayes and 0 nays.

5. Elect a Vice Chairperson

Len Strigel nominated Alex Hewett for Vice Chairperson, and Mr. Hewett accepted the nomination. No further nominations were received, and nominations were closed. Chairperson Kastenholz called for a voice vote, and Mr. Hewett was elected Vice Chairperson, 5 ayes and 0 nays.

6. Verify that at least one BOR member has met the mandatory training requirements

Clerk Gossick verified that Len Strigel and Lee Gossick met the mandatory training requirements and provided copies of their exams and affidavits of Training Participation. Clerk Gossick also verified that the training affidavits were submitted to the Department of Revenue on May 25, 2022.

7. Verify that the City has an ordinance for the confidentiality of income and expense information provided to the Assessor under state law (Wis. Stat. § 70.47(7)(af))

Clerk Gossick verified that the City has an ordinance for the confidentiality of income and expense information provided to the Assessor under state law (Wis. Stat. § 70.47(7)(af)): This is contained in the Municipal Code, Section 2.15(6)(a)(5). (Ordinance No. MC 868, adopted on June 13, 2000.)

8. Consider policy regarding the procedure for sworn telephone testimony and sworn written testimony

It was moved by Kastenholz, seconded by Strigel to consider accepting sworn telephone testimony and sworn written testimony on a case-by-case basis. Motion carried, 5 ayes and 0 nays.

9. Consider policy regarding the procedure for waiver of BOR hearing requests

It was moved by Kastenholz, seconded by Strigel to consider accepting waiver of BOR hearing requests on a case-by-case basis. Motion carried, 5 ayes and 0 nays.

10. Filing and summary of Annual Assessment Report by Assessor's Office  
Assessor Shepro gave a report for 2022.

11. Receipt of the Assessment Roll and signed affidavit by the Clerk from the Assessor  
Clerk Gossick received the electronic Assessment Roll and signed affidavit from Assessor Shepro. An electronic copy of the Assessment Roll and signed affidavit are on file in the Clerk's Office.

12. Receive the Assessment Roll and signed affidavit from the Clerk

The Board received the electronic Assessment Roll and signed affidavit from the Clerk.

13. Review the Assessment Roll and perform statutory duties:

- a. Examine the roll,
- b. Correct description or calculation errors,
- c. Add omitted property, and
- d. Eliminate double assessed property

The Assessment Roll was reviewed.

14. Discussion/Action - Certify all corrections of error under state law (Wis. Stat. § 70.43)

No action was taken, as no description or calculation errors, omitted property or double assessed properties were found.

15. Discussion/Action - Verify with the Assessor that open book changes are included in the assessment roll

Assessor Shepro verified that open book changes were included in the assessment roll.

16. Allow taxpayers to examine assessment data

No taxpayers were present.

17. During the first two hours, consideration of:

- a. Waivers of the required 48-hour notice of intent to file an objection when there is good cause,
- b. Requests for waiver of the BOR hearing allowing the property owner an appeal directly to the circuit court,
- c. Requests to testify by telephone or submit a sworn written statement,
- d. Subpoena requests, and

e. Act on any other legally allowed or required BOR matters

No action was taken, as no waivers of the required 48-hour notice of intent to file an objection, requests for waiver of the BOR hearing, requests to testify by telephone or to submit a sworn written statement, subpoena requests or other legally allowed or required BOR matters were received.

18. Review Notices of Intent to File Objection

No Notices of Intent to File Objection were received.

19. Proceed to hear objections, if any and if proper notice/waivers given, unless scheduled for another date

No objections were received.

20. Consider/act on scheduling additional BOR Date(s)

No action was taken, as no additional BOR Dates were needed.

21. Adjourn to next meeting if necessary.

There being no further action or business required of the Board, and the Board having been in session for at least 2 hours, it was moved by Strigel, seconded by Hewett to adjourn. Motion carried, 5 ayes and 0 nays. The meeting adjourned at 11:11 a.m.

Respectfully Submitted,

Jennifer M. Gossick, City Clerk