



Board of Review

335 South Broadway

Regular Meeting

De Pere, WI 54115
<http://www.de-pere.org>

Agenda

Wednesday, June 4, 2014

10:00 AM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a Regular Meeting of the **Board of Review** of the City of De Pere will be held on **June 4, 2014** at **10:00 AM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

I. AGENDA FOR SAID MEETING:

1. Roll Call.
2. Election of Chairperson and Vice-Chairperson.
3. Approval of the Minutes of the 2013 Board of Review Meetings.
4. Clerk Report.
5. Assessor's Report.
6. Review objections that were received 48 hours in advance.
 - i. Chateau De Pere, LLC - 201 St. James St, De Pere WI 54115, scheduled for 10:15 a.m.
7. Public appearances by Objectors without 48 hour notice.
8. Hearings - public appearances by objectors.
9. Deliberations.
10. Clerk reports on how objectors will be notified of decisions if not made at the meeting.
11. Adjournment.

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk-Treasurer's office at 339-4050 by Noon, the previous day so that arrangements can be made.

Mayor
Alderspersons
Board of Review Members
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce
Accurate Appraisal
Chateau De Pere LLC

City of De Pere, Wisconsin

**Request For Board of Review Action**

MEETING DATE: June 4, 2014
DEPARTMENT: City Clerk-Treasurer
FROM: Shana Defnet
SUBJECT: Approval of the Minutes of the 2013 Board of Review Meetings.

ATTACHMENTS:

- BOARD OF REVIEW MINUTES 5-13-2013 (DOCX)
- BOARD OF REVIEW MINUTES 06-5-2013 (DOCX)

BOARD OF REVIEW MINUTES
May 13, 2013 – De Pere City Hall

A regular meeting of the Board of Review of the City of De Pere was held at 10:05 a.m. in the Council Chambers of City Hall.

Committee members present on a roll call were Jean Minten, C. David Stellpflug, Mark Higgins, Rich Starry, & Becky Fabry. Others present: Dave Hongisto, Building Inspector, and Shana Defnet, Clerk-Treasurer.

Mark Higgins moved, seconded by Jean Minten to nominate Dave Stellpflug as Chairperson. Upon vote, motion carried unanimously.

Jean Minten moved, seconded by Dave Stellpflug to nominate Mark Higgins as Vice-Chairperson. Upon vote, motion carried.

Jean Minten moved, seconded by Mark Higgins, to approve the June 13, 2012 meeting minutes. Upon vote, motion carried unanimously.

Clerk-Treasurer Shana Defnet verified that Board member Dave Stellpflug met the mandatory training requirements specified in Wis. Stats. § 70.46(4) by attending a Department of Revenue approved Board of Review Training Program in 2012 and that training is valid for two years.

Clerk-Treasurer Shana Defnet reported all public notice requirements were met. The Initial Meeting was published on April 25, 2013 in the De Pere Journal and posted in three locations. The Notice of Open Book of Assessments and next Board of Review meeting was published on May 9 and May 16 in the De Pere Journal and posted in three locations. The Open Book will be held on May 26 from 9 to noon and the Board of Review will meet on June 5 from 10 to noon and if necessary, extend the time into the afternoon.

Mark Higgins moved, seconded by Jean Minten to adjourn at 10:24 a.m.

Respectfully submitted,

Shana Defnet
Clerk-Treasurer

BOARD OF REVIEW MINUTES

June 5, 2013

The Board of Review of the City of De Pere met on June 5, 2013 at 10:00 a.m. in an open session in the Council Chambers of City Hall with public notice given in accordance with Wisconsin Statutes.

Chair Dave Stellpflug called the meeting to order. The following members were present: Chair Dave Stellpflug, Jean Minten, Mark Higgins, Alternate Becky Fabry and Alternate Rich Starry. Others present: Building Inspector Dave Hongisto, City Clerk-Treasurer Shana Defnet and Assessor Lee De Groot from Accurate Appraisal.

Chair Stellpflug announced that this meeting was a continuation of the initial meeting of May 13, 2013 and that the assessment rolls had not been completed at that time. Appropriate notice has been given of this meeting.

The Clerk reported that the Assessment Roll was received and reviewed on May 13, 2013.

Chair Stellpflug requested the Assessor's Report. The City Clerk administered the oath to Lee De Groot. Assessor De Groot stated that the Open Book was held on May 20, 2013. Assessor De Groot stated that 5 or 6 people attended the Open Book. He mentioned that most people use the website or call to correct assessments. Accurate Appraisal is currently assessing at 100% market value. Assessor Lee De Groot signed the "Assessor's Affidavit" on June 5, 2013 and attached it to the completed 2013 Assessment Roll. He stated that notices were sent to property owners.

Chair Stellpflug stated that there were no Objection Forms for Real Property Assessment to review.

Jean Minten moved, seconded by Mark Higgins to adjourn provisionally at 10:10 a.m. with the agreement that the Board of Review members would remain accessible and return if anyone came in with an Objection. Motion carried unanimously. No further parties appeared and the 2013 Assessment Roll was accepted with no changes.

Respectfully submitted,

Shana Defnet

City Clerk-Treasurer