



Board of Review

Regular Meeting

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

Agenda

Wednesday, October 12, 2016

10:00 AM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Board of Review** of the City of De Pere will be held on **October 12, 2016** 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 2015 Board of Review Meeting.
4. Approval of the City of De Pere Board of Review Policy on Procedure for Sworn Telephone or Sworn Written Testimony Requests.
5. Clerk Report.
6. Assessor's Report.
7. Review objections that were received 48 hours in advance.
8. Public appearances by Objectors without 48 hour notice.
9. Hearings - public appearances by objectors.
10. Deliberations.
11. Clerk reports on how objectors will be notified of decisions if not made at the meeting.
12. 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

City of De Pere, Wisconsin**Request For Board of Review Action**

MEETING DATE: October 12, 2016
DEPARTMENT: City Clerk-Treasurer
FROM: Shana Ledvina
SUBJECT: Approval of the Minutes of the 2015 Board of Review Meeting.

ATTACHMENTS:

- Board of Review 2015 Draft Minutes (DOC)



Board of Review

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Draft Minutes

Wednesday, June 3, 2015
10:00 AM
De Pere City Hall Council Chambers

- I. **AGENDA FOR SAID MEETING:** The 2015 Board of Review Meeting was called to order on June 3, 2015 at 10:00 AM, De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI.

Attendee Name	Title	Status	Arrived
C. David Stellpflug	Board Member	Present	
Rich Starry	Board Member - Alternate	Present	
Mark Higgins	Board Member	Present	
Laura Rabas	Board Member	Present	

Also present was Building Inspector Dave Hongisto, Assessor Lee De Groot, and City Clerk-Treasurer Shana Defnet.

2. Election of Chairperson and Vice-Chairperson.

Mark Higgins moved, seconded by Laura Rabas to nominate David Stellpflug as Chairperson. Upon vote, motion carried unanimously. David Stellpflug moved, seconded by Rich Starry to nominate Laura Rabas as Vice-Chairperson. Upon vote, motion carried unanimously.

3. Approval of the Minutes of the 2014 Board of Review Meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mark Higgins, Board Member
SECONDER:	Laura Rabas, Board Member
AYES:	C. David Stellpflug, Rich Starry, Mark Higgins, Laura Rabas

4. Clerk Report.

Clerk-Treasurer Shana Defnet verified that Board Member Laura Rabas has met the mandatory training requirements specified in Wisconsin Statutes §70.46(4) by attending a Department of Revenue approved Board of Review training program and that training is valid for two years.

The Clerk reported that all public notice requirements were met. The Notice of Open Book of Assessments and Board of Review Meeting was published on May 7th and May 14th and was posted appropriately.

The Clerk reported that the Assessment Roll was received and reviewed on May 6, 2015. The Open Book was held on May 18th from 9:00 a.m. to noon.

5. Assessor's Report.

City Assessor Lee De Groot, State Level 2 Assessor, Accurate Appraisal, was sworn in by the Clerk-Treasurer before the Board.

Assessor De Groot provided the assessor's report: he stated that this year was a maintenance year for the City of De Pere. He reported that the value of new construction in the City of De Pere was \$14,705,800 for residential properties and \$10,111,900 for commercial properties; the total new

construction for the City was \$24,829,600. He stated that the 2014 ratio appearing on tax bill last year was 100.54%; Residential was 102.72% and Commercial was 94.99%. He explained that looking at the sales for 2014, which will be used to determine the ratio for 2015, there were 332 residential arm's length sales with a total assessed value of \$56,105,900, the sale price of those sales was \$55,947,223 and the ratio is at 100.28%. If you look at the ratio and compare it with 2014, you can see that the market value has gone up slightly for residential sales. For commercial properties, there were 10 sales with a total assessed value of \$8,697,100 and the sale price of those sales was \$9,802,170, which shows a ratio of 88.73%. Last year's ratio for commercial was 94% and this shows the market value has gone up for sales of commercial property as well. The City of De Pere should start considering a revaluation in the next four years; the last revaluation was in 2005. Chairperson David Stellpflug asked what the triggers are for a revaluation. Assessor De Groot explained that being out 10% either way (over 110% or under 90%) in a major class can trigger a revaluation. Assessor De Groot explained that the decision to do a revaluation is up to the Common Council.

Chairperson Stellpflug verified that Assessor De Groot signed the Assessor's Affidavit.

6. Review objections that were received 48 hours in advance. There were no objections to review.
7. Public appearances by Objectors without 48 hour notice. No one was present at the meeting.
8. Hearings - public appearances by Objectors. There were no public appearances by Objectors.
9. Deliberations. None.
10. Clerk reports on how Objectors will be notified of decisions if not made at the meeting. Not applicable.
11. Adjournment.

Assessor De Groot explained the recent law change as far as how people can appear before the Board of Review and suggested that the Board of Review adopt a policy for these changes. Discussion followed. The Board agreed to take steps to adopt a policy and directed the Clerk-Treasurer to contact the City Attorney for a recommendation.

Mark Higgins moved, seconded by Laura Rabas to adjourn provisionally at 10:27 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 2015 Assessment Roll was accepted with no changes.

Respectfully submitted,

Shana Defnet, Clerk-Treasurer

City of De Pere, Wisconsin

**Request For Board of Review Action**

MEETING DATE: October 12, 2016

DEPARTMENT: City Clerk-Treasurer

FROM: Shana Ledvina

SUBJECT: Approval of the City of De Pere Board of Review Policy on Procedure for Sworn Telephone or Sworn Written Testimony Requests.

In 2015, the state authorized the Board of Review to consider requests from a property owner or their representative to testify under oath by telephone or written statement. Our assessor recommended adopting a policy of procedure for these requests. Our policy includes criteria that the applicant must follow to be considered, as well as procedure to follow for consideration of the request. If you have any questions about the policy, feel free to contact Shana Ledvina at 339-4050.

ATTACHMENTS:

- Board of Review Policy Procedure (DOCX)

**City of De Pere Board of Review Policy on Procedure
for Sworn Telephone or Sworn Written Testimony Requests**

WHEREAS, §70.47(8), Wis. Stats., authorizes the Board of Review (“Board”) to consider requests from a property owner or the property owner’s representative to testify under oath by telephone or written statements under oath to the Board and whether to allow the same; and

WHEREAS, the Department of Revenue has determined that the legal requirements of the Notice to Appear at the Board must be satisfied and the Objection Form must be completed and submitted to the Board as required by law prior to a Request to Testify by Telephone or Submit a Sworn Written Statement form being submitted.

NOW THEREFORE, the Board hereby adopts as policy its Procedure for Sworn Telephone or Sworn Written Testimony Requests:

1. CRITERIA:

Before the Board can consider a request from a property owner or the property owner’s representative (hereafter “owner”) to testify by telephone or submit a sworn written statement, the owner must first complete and file with the clerk of the Board the following documents:

- a) A timely Notice of Intent to appear at Board of Review;
- b) A timely Objection Form for Real Property Assessment (PA-115A); and
- c) A fully completed Request to Testify by Telephone or Submit a Sworn Written Statement at Board of Review (Form PA-814).

Any requests to testify by telephone or submit a written sworn statement shall be filed with the Clerk of the Board within the first two hours of the Board’s first scheduled meeting.

The Board shall not consider any request which does not conform with the above criteria.

2. PROCEDURE:

The Board may consider any or all of the following factors when deciding whether to grant or deny the request:

- a) The owner’s stated reason(s) for the request as indicated on the PS-814;
- b) Fairness to the parties;
- c) Ability of the owner to procure in-person oral testimony and any due diligence exhibited by the owner in procuring such testimony;
- d) Ability to cross examine the person providing the testimony;
- e) The Board’s technical capacity to honor the request; and
- f) Any other factors that the Board deems pertinent to deciding the request.

3. EFFECTIVE DATE:

This policy shall be effective upon passage.

Approved on the _____ day of _____, 20____
By the Board of Review of the City of De Pere.

Board of Review Chairperson

Attested by

Clerk of the Board of Review

Attachment: Board of Review Policy Procedure (5180 : Board of Review Policy on telephone testimony)