



# Board of Review

## Regular Meeting

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

### Minutes

Wednesday, October 12, 2016

10:00 AM

De Pere City Hall Council Chambers

- I. AGENDA FOR SAID MEETING: The Board of Review Meeting was called to order by Board Member Mark Higgins on 10:00 AM October 12, 2016 at De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI.

Attendee Name	Title	Status
Todd Bartels	Board Member	Present
Robert Gagan	Board Member	Present
Mark Higgins	Board Member	Present
Laura Rabas	Board Member	Present
Rich Starry	Board Member	Present
Susan Zurawski	Board Member	Present

Also present were City Assessor Lee De Groot, City Building Inspector and Assistant Assessor Dave Hongisto, City Attorney Judy Schmidt-Lehman, and City Clerk-Treasurer Shana Ledvina.

2. Election of Chairperson and Vice-Chairperson.

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

3. Approval of the Minutes of the 2015 Board of Review Meeting.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Laura Rabas, Board Member
<b>SECONDER:</b>	Todd Bartels, Board Member
<b>AYES:</b>	Bartels, Gagan, Higgins, Rabas, Starry, Zurawski

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

City Assessor Lee De Groot explained that a new law was passed in 2015 allowing for sworn testimony by phone or in writing at the Board of Review, which created the need to have a policy in place on procedure for handling those testimonies.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Robert Gagan, Board Member
<b>SECONDER:</b>	Laura Rabas, Board Member
<b>AYES:</b>	Bartels, Gagan, Higgins, Rabas, Starry, Zurawski

5. Clerk Report.

Clerk-Treasurer Shana Ledvina reported that Board Members Laura Rabas and Todd Bartels have met the mandatory training requirements specified in Wisconsin Statutes 70.46(4) by reviewing a Department of Revenue approved Board of Review training program.

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 August 29th, 2016 and September 1st, 2016 and was posted appropriately.

The Clerk reported that the Assessment Roll was received and reviewed on August 31st, 2016. The Open Book was held on September 7th, 2016 from noon to 7:00 p.m. and on September 8th, 2016 from 9:00 a.m. to 3:00 p.m.

6. Assessor's Report.

City Assessor Lee De Groot explained that a revaluation was completed for the City of De Pere this year; residential went up 3.5% and commercial went up 7%, for an overall increase of 4.5%. He stated that many property owners attended the two-day open book session with questions about the increase and the revaluation in general.

7. Review objections that were received 48 hours in advance.

City Assessor Lee De Groot stated that Paradigm Tax Group, the agent filing on behalf of Shopko c/o LCN Capital Partners, filed a Request of Waiver of the Board of Review Hearing. He explained that state law allows for a request of waiver, which, upon approval of the Board of Review, affirms the assessment made by the assessor and allows the taxpayer to commence an action with the Circuit Court within 60 days. He explained that he is recommending the Board of Review grant the waiver, but that the Board of Review must make a motion and vote to approve granting the waiver.

Laura Rabas moved, seconded by Todd Bartels to approve the waiver filed by Paradigm Tax Group on behalf of Shopko c/o LCN Capital Partners. Upon vote, motion carried unanimously.

8. Public appearances by Objectors without 48 hour notice. None.

9. Hearings - public appearances by objectors. None.

10. Deliberations. None.

11. Clerk reports on how objectors will be notified of decisions if not made at the meeting.

Paradigm Tax Group will be notified by certified mail and by email of the decision to approve their Request of Waiver.

12. Adjournment.

Laura Rabas moved, seconded by Rich Starry to adjourn provisionally at 10:15 a.m. with the agreement that the Board of Review members would remain accessible and return if anyone came to present an objection. Motion carried unanimously. No further parties appeared and the 2016 Assessment Roll was accepted with no changes.

Respectfully submitted,

Shana D. Ledvina, Clerk-Treasurer