

# **BOARD OF REVIEW MEETING MINUTES**

Tuesday, May 16, 2017 - 10:00 a.m.

Council Chambers, Public Safety Building, 321 S. Fourth Street, Stoughton

**MEMBERS PRESENT:** Sid Boersma, Michael Engelberger, Dennis Kittleson, and Pat O'Connor

**ABSENT & EXCUSED:** Thomas Majewski and Mayor Donna Olson

**OTHERS PRESENT:** City Clerk, Lana Kropf and Lee DeGroot of Accurate Appraisals

**Call to Order:** The meeting was called to order by City Clerk, Lana Kropf at 10:01 a.m., on Tuesday, May 16, 2017.

**Elect Chair and Vice-Chair:** Motion by Engelberger, to have Pat O'Connor Chair be the Board of Review, second by Boersma. Motion carried 4-0.

Motion by Engelberger, to have Sid Boersma be the Vice Chair of the Board of Review, second by Kittleson. Motion carried 4-0.

## **Board of Review Procedures and Certification Requirements per ss 70.46(4)**

The City Assessor, Lee DeGroot, explained the procedures of the Board of Review.

Clerk Kropf noted that Sid Boersma, Michael Engelberger, Dennis Kittleson, and Pat O'Connor had received their statutorily required training and all training affidavits had been filed with the Department of Revenue.

## **Discussion and possible action regarding creation of policy on Procedure for Sworn Telephone or Sworn Written Testimony Requests:**

Clerk Kropf explained that this policy had been drafted by the City Attorney per her request. This policy would give the City the necessary procedures and standards in the event that a citizen wished to have sworn telephone and written testimony for the Board of Review.

Motion by Engelberger, to approve the policy on Procedure for Sworn Telephone or Sworn Written Testimony Requests, refer the policy to the Community Affairs/Council Policy Committee, and to the City Council for considerations, second by Kittleson. Motion carried 4-0.

## **Discussion and possible action regarding creation of policy on Procedure for Waiver of Board of Review Hearing Requests:**

Clerk Kropf explained that this policy would give the City the necessary procedures and standards when a citizen requested to have a Waiver of a Board of Review Hearing. She explained that a the board, may consider any or all of the following factors when deciding whether to waive a hearing that the benefits or detriments of the Board of Review process, the benefits or detriments of having a record for judicial review, a voidance of unruly, lengthy, burdensome appeals, ability to cross examine the person providing the testimony or, any other factors that the BOR deems pertinent to deciding whether to waive the hearing.

Motion by Engelberger, to approve the policy on Procedure for Waiver of Board of Review Hearing Requests, refer the policy to the Community Affairs/Council Policy Committee, and to the City Council for considerations, second by Kittleson. Motion carried 4-0.

Clerk Kropf explained that she had received two objection forms for consideration, but the assessor had contacted the individuals and both issues had been resolved. The board did not currently have any other objections to hear.

Board of Review Chair O'Connor recessed the meeting of the Board of Review at 11:13 a.m. Chair O'Connor then reconvened the meeting at 11:59 p.m.

Motion by Boersma, to adjourn the 2017 meeting of the Board of Review, second by Engelberger. Motion carried 4-0. The 2017 Board of review adjourned at 12:00 p.m.