

CITY OF LADYSMITH
MINUTES OF THE 2017 BOARD OF REVIEW
MAY 25, 2017 10:00 am LADYSMITH COUNCIL CHAMBERS

Present: Mayor M. Reynolds, B. Stoneberg, M. Hraban, A. Hraban. S. Kavanagh, K. Gorsegner and Assessor, Barrett Brenner.

The 2017 Board of Review was called to order by Clerk S. Kavanagh at 10:00 a.m. All members were in attendance with the exception of Ron Moore; Al Hraban attended in Mr. Moore's absence. A quorum was present.

Notice Requirements. Clerk Kavanagh reported that the Board of Review notice was posted on the City Hall entrance door as well as on the Council entrance door on Friday, April 21, 2017. Both Open Book and Board of Review notices were published in the local newspaper, the Ladysmith News, on April 20, 2017 and April 27, 2017. The Board of Review Agenda was posted on the City Hall bulletin board, on the Clerk's window, the Rusk County Law Enforcement Center and the Rusk County Library on May 10, 2017. The agenda was mailed out to all members on May 10, 2017. All posting requirements have been met in accordance with WI Stats.

Election of Chairman: Motion made by M. Reynolds to nominate Michael Hraban as Chairman of the 2017 Board of Review, motion was seconded by B. Stoneberg. There were no other nominations. Motion was carried by unanimous vote.

Election of Vice-Chairman: Motion made by M. Reynolds to nominate Bonnie Stoneberg as Vice Chairman of the 2017 Board of Review, seconded by A. Hraban. There were no other nominations. A unanimous vote was cast for Bonnie Stoneberg as Vice-Chairman. Motion carried.

Mandatory Training Requirements. Clerk Kavanagh confirmed that the Affidavit of Board Member Certification was filed with the State of Wisconsin on May 10, 2017; the Affidavit listed Bonnie Stoneberg and Shari Kavanagh as the certified members. Since filing of that Affidavit, additional board members have attended training and been certified, as follows: Michael Hraban, Marty Reynolds and Allan Hraban completed training on May 24, 2017.

Review of Confidentiality Ordinance: Assessor B. Brenner explained Ordinance 2017-01 which protects the confidentiality of income and expense records provided to the assessor for the purpose of using the "income approach" when assessing commercial properties. With the ordinance in place, these income and expense records would be exempt from a public records request. Motion made by M. Reynolds to recommend Ord. 2017-01 be sent on to the Common Council for public hearing and possible adoption, seconded by A. Hraban. Motion carried by unanimous vote.

Policy on Procedure for Sworn Telephone and Sworn Written Testimony Requests. Motion by M. Reynolds to adopt the Board of Review Procedure for Sworn Telephone or Sworn Written Testimony requests, seconded by B. Stoneberg. Motion carried by unanimous vote. Procedure is attached to minutes.

Policy on Procedure for Waiver of Board of Review Hearing Requests. Motion by B. Stoneberg to adopt the Procedure for Waiver of Board of Hearing Requests, seconded by A. Hraban. Motion carried by unanimous vote. Procedure is attached to minutes.

Summary of Annual Assessment Report by Assessor. Assessor B. Brenner reviewed the 2016 and 2017 Property Sales Reports with the Board. There was consensus that it is necessary to complete a revaluation of the entire City in 2018. It was recommended that this item be placed on a council agenda in June or July for discussion. If the Common Council is in agreement with the 2018 revaluation, Assessor Brenner would like to start viewing properties during the Fall of 2017 so that all property inspections can be completed by summer of 2018. The BOR asked that Assessor Brenner provide a proposal for this revaluation project; payment for the revaluation can be spread out over 3-5 years.

Clerk Kavanagh confirmed that the assessment roll is in her possession and is available for inspection. The assessment roll was inspected and no omitted property was discovered or corrections made. The Assessor confirmed that all open book changes are included in the assessment roll. There were no requests by the public to inspect the assessment roll during the first 2 hours of the Board of Review session.

Waivers of 48 hour Notice of Intent to File an Objection. Clerk Kavanagh confirmed that the one Objection to Real Estate Assessment was filed timely. An e-mail was received on Monday, May 22, 2017 informing the City that Walmart intended to file an Objection to Real Estate Assessment; the completed Objection to Real Estate Assessment was received via FedEx at 12:30 pm on Tuesday, May 23, 2017.

Requests for Waiver of the Board of Review Hearing. Clerk Kavanagh passed around the Request for Waiver of the Board of Review (BOR) Hearing that was filed by Walmart Real Estate Business Trust, Parcel #246-03659-010. Clerk Kavanagh informed Brendan Douylliez, authorized agent for Walmart, that his personal appearance was not required in order for the board to make a decision on this request. Accordingly, Mr. Douylliez did not appear. Motion made by M. Reynolds to deny the request for waiver of the Board of Review hearing upon the recommendation of the City's assessor and in addition, the Ladysmith BOR is prepared to hear the case, motion seconded by A. Hraban. Motion carried by unanimous vote.

Requests to Testify by Telephone or Submit a Sworn Written Statement. Clerk Kavanagh passed out the Request to Testify by Telephone filed by Walmart Real Estate Business Trust, Parcel #246-03659-010. Mr. Douylliez was also informed that his personal appearance was not required for the board to consider this request and accordingly, Mr. Douylliez did not appear. Motion by B. Stoneberg to deny Walmart's request to testify by sworn telephone testimony upon assessor's recommendation and the BOR would like to conduct the hearing with the property owner or the authorized agent in attendance, seconded by A. Hraban. Motion carried by unanimous vote.

There were no additional Notices of Intent to File Objections to review.

The Board of Review will reconvene to hear Walmart's Objection to Real Property Assessment on Thursday, June 1, 2017 at 10:00 am in the City Council Chambers, 107 W 2nd Street South, Ladysmith, WI.

The meeting was adjourned at 11:00 am and will reconvene at 10:00 am on June 1, 2017.

Respectfully submitted: _____
Shari Kavanagh, Clerk of the Board of Review