



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes - Draft

### Board of Review

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Monday, May 10, 2021

9:00 AM

City Hall Council Chambers

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#### 1. Call to Order

*The meeting was called to order at 9:05 a.m.*

#### 2. Roll Call

**Present** 4 - Martin, Hansen, Wilke, and Davies D'Angelo

**Absent** 1 - Helgestad

#### 3. Confirmation of appropriate Board of Review and Open Meeting notices.

**The Affidavit of Publication was filed.**

#### 4. Select Chairperson and Vice Chairperson for Board of Review.

**Alex Hansen was selected as Chairperson with Steve Martin selected as Vice Chair.**

#### 5. Verify that a member has met the mandatory training requirements.

**The Board of Review Member Training Affidavit has been filed with the Dept. of Revenue indicating Christine D'Angelo and Steve Martin completed training. Alex Hansen and Sarah Wilke additionally completed training and submitted their Affidavits.**

#### 6. Verify that the City has an ordinance for the confidentiality of income and expense information provided to the Assessor under sec. 70.47(7)(af), Wis. Stats.

**Alex Hansen verified that confidentiality of income and expense information provided to the Assessor under Sec. 70.47(7)(af), Wis. Stats.Ord. 3.03(5) is provided for in the City's Ordinance under Sec. 70.47(7)(af), Wis. Stats.**

#### 7. Review new laws.

**There were no new laws to discuss.**

#### 8. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony.

**A motion was made by Alex Hansen, Seconded by Christine D'Angelo to adopt the policy regarding the procedure for sworn telephone testimony and sworn written testimony. The motion carried by the following vote:**

**Aye:** 4 - Martin, Hansen, Wilke and Davies D'Angelo

**Absent:** 1 - Helgestad

9. Adoption of policy regarding the procedure for waiver of Board of Review hearing requests.

**A motion was made by Alex Hansen, seconded by Steve Martin to adopt the policy regarding the procedure for waiver of Board of Review hearing requests. The motion carried by the following vote:**

**Aye:** 4 - Martin, Hansen, Wilke and Davies D'Angelo

**Absent:** 1 - Helgestad

10. Receipt of the Assessment Roll by the Clerk from the Assessor.

11. Receipt of the Assessment Roll and sworn statements from the Clerk.

12. Review the Assessment Roll and Perform Statutory Duties:

A. Examine the Roll

**The Board examined the roll and reviewed for items B, C & D.**

B. Correct description or calculation errors

C. Add omitted properties

D. Eliminate double assessed properties

13. Discussion / Action - Certify all corrections of error under state law (sec. 70.43, Wis. Stats.).

14. Discussion / Action - Verify with the Assessor that open book changes are included in the assessment roll

**The Assessor verified that the open book changes are included in the assessment roll.**

15. Allow taxpayers to examine assessment data.

16. During the first two hours, Consideration of:

B. Request for waiver of the Board of Review hearing allowing the property owner an appeal directly to the Circuit Court

**A motion was made by Alex Hansen, seconded by Christine D'Angelo to approve the Waiver Request filed for Menards 2315 Bluemound Road. The motion carried by the following vote:**

**Aye:** 4 - Martin, Hansen, Wilke and Davies D'Angelo

**Absent:** 1 - Helgestad

**B. Request for waiver of the Board of Review hearing allowing the property owner an appeal directly to the Circuit Court**

A motion was made by Alex Hansen, seconded by Christine D'Angelo to approve the Waiver Request filed for Home Depot 2320 W. Bluemound Road. The motion carried by the following vote:

**Aye:** 4 - Martin, Hansen, Wilke and Davies D'Angelo

**Absent:** 1 - Helgestad

**B. Request for waiver of the Board of Review hearing allowing the property owner an appeal directly to the Circuit Court**

*Assessor objects to the waiver. They did not get information requested from Boucher and request subpoenas for information.*

A motion was made by Alex Hansen, seconded by Steve Martin to approve the Waiver Request filed for Wal-Mart 2000 S. West Ave. The motion carried by the following vote:

**Aye:** 4 - Martin, Hansen, Wilke and Davies D'Angelo

**Absent:** 1 - Helgestad

**B. Request for waiver of the Board of Review hearing allowing the property owner an appeal directly to the Circuit Court**

A motion was made by Alex Hansen, seconded by Sarah Wilke to deny the Waiver requests on the Boucher Properties, 1907, 1537 and 4121 East Moreland Blvd. The motion carried by the following vote:

**Aye:** 4 - Martin, Hansen, Wilke and Davies D'Angelo

**Absent:** 1 - Helgestad

**B. Request for waiver of the Board of Review hearing allowing the property owner an appeal directly to the Circuit Court**

**19. Proceed to hear objections, if any and if proper notice / waivers given unless scheduled for another date**

*Attorney Karla Nettleton appeared from the Reinhart firm on behalf of CFT Development.*

A motion was made by Christine D'Angelo, seconded by Sarah Wilke to deny the request for the dismissal of the objection. The motion carried by the following vote:

**Aye:** 3 - Hansen, Wilke and Davies D'Angelo

**Absent:** 1 - Helgestad

**Abstain:** 1 - Martin

**D. Subpoena requests**

**A motion was made by Alex Hansen, seconded by Christine D'Angelo to approve Subpoena request of Assessor on CFT of item as stated by the Assessor with 15 days to comply with the request. The motion carried by the following vote:**

**Aye:** 3 - Hansen, Wilke and Davies D'Angelo

**Absent:** 1 - Helgestad

**Abstain:** 1 - Martin

**C. Requests to testify by telephone or submit sworn written statement**

**No requests to testify by telephone.**

**D. Subpoena requests**

**A motion was made by Alex Hansen, seconded by Sarah Wilke to approve the subpoena requests on Boucher Properties as requested on the record by the Assessor. The motion carried by the following vote:**

**Aye:** 4 - Martin, Hansen, Wilke and Davies D'Angelo

**Absent:** 1 - Helgestad

**E. Act on any other legally allowed / required Board of Review matters**

**Froedtert discussed under Subpoena requests below.**

**D. Subpoena requests**

**A motion was made by Alex Hansen, seconded by Chrstine D'Angelo to approve the request of the Assessor for information by Subpoena. The motion carried by the following vote:**

**Aye:** 4 - Martin, Hansen, Wilke and Davies D'Angelo

**Absent:** 1 - Helgestad

**17. Consider / act on scheduling additional Board of Review date(s)**

*Adjourned to review compliance on subpoenas, discuss waiver (CFT) and set actual hearing date(s) CFT and Froedtert.*

**A motion was made by Alex Hansen, seconded by Christine D'Angelo to adjourn to a date certain to reconvene on June 15th, 2021 at 9:00 a.m. The motion carried by the following vote:**

**18. Review Notices of Intent to File Objection**

*No other objection filings received.*

**20. Adjournment**

*Adjourned at 11:00 a.m.*

"A majority of the Council members may be in attendance"

NOTICE: Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible or that materials at the meeting be in an accessible format, please contact Fred Abadi, 48 hours prior to the meeting at 524-3600 or by the Wisconsin Telecommunications Relay System so that arrangements may be made to accommodate the request.