

CITY OF WAUPACA BOARD OF REVIEW

**ANNUAL MEETING
COUNCIL CHAMBERS, CITY HALL**

TUESDAY MAY 31, 2022

10:04 A.M.

PRESENT: Mayor Brian Smith, Ald. Scott Purchatzke, Ald. Mary Phair. Ald. Dmitri Martin and Sandy Stiebs, City Clerk

ABSENT: none

ALSO PRESENT: Carrie Arzberger, Bowmar Appraisal

CALL TO ORDER

APPROVE AGENDA

MOVED by Ald. Martin **SECONDED** by Ald. Phair to **APPROVE** the agenda as presented. 5 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

CONFIRMATION OF OPEN BOOK & BOARD OF REVIEW NOTICES AS PUBLISHED

Sandy Stiebs, City Clerk stated that a copy of the Affidavit of Publication from the Waupaca County Post was included in the packet, the notice was published on May 5, 2022.

VERIFICATION THAT TRAINING REQUIREMENTS HAVE BEEN MET

City Clerk Sandy Stiebs stated that she attended the required training on May 11, 2022. Mayor Smith added that effective in 2022, the training requirements have changed from every two years to at least one board member every year.

VERIFY THAT THE CITY OF WAUPACA HAS AN INCOME AND EXPENSE INFORMATION CONFIDENTIAL ORDINANCE / ORDINANCE NO. 20-99

City Clerk Sandy Stiebs said she included a copy of the city's Ordinance No. 20-99 in the packet, which satisfies the statute requirement.

VERIFY THAT THE CITY OF WAUPACA HAS AN ORDINANCE REGARDING THE PROCEDURE FOR SWORN TELEPHONE TESTIMONY AND SWORN WRITTEN TESTIMONY / ORDINANCE NO. 02-2017

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City Clerk Sandy Stiebs stated she included a copy of the city's Ordinance No. 02-2017 in the packet, which satisfies the statute requirement.

SUMMARY OF ANNUAL ASSESSMENT BY ASSESSOR

Carrie Arzberger, Bowmar Appraisal provided the following information:

- Real Estate – 243 parcels reviewed with 198 permits
- Personal Property – 399 parcels
- 402 total sales
- Assessment notices were mailed May 9, 2022
- Estimated level of assessment reported for 2022 was 80%
- New construction reported in 2022 - \$8,830,100
- Total value of taxable property for 2022
 - Real Property \$370,169,500
 - Personal Property \$7,855,400
- Totals do not include any Manufacturing values

RECEIPT OF THE ASSESSMENT ROLL BY CLERK FROM ASSESSOR

Carrie Arzberger, Bowmar Appraisal handed the Assessment Roll to City Clerk, Sandy Stiebs.

RECEIVE THE ASSESSMENT ROLL AND SWORN STATEMENTS FROM THE CLERK

Clerk Sandy Stiebs signed the sworn statement on the Assessment Roll and noted it was also signed by Carrie Arzberger, Bowmar Appraisal.

REVIEW THE ASSESSMENT ROLL AND PERFORM THE FOLLOWING: EXAMINE THE ROLL, CORRECT DESCRIPTION OR CALCULATION ERRORS, ADD OMITTED PROPERTY AND ELIMINATE DOUBLE ASSESSED PROPERTY

City Clerk Sandy Stiebs stated she reviewed and examined the Assessment Roll and did not find any incorrect descriptions, calculation errors, omitted property or double assessed property.

10:30 a.m. the Board recessed.

11:55 a.m. the Board reconvened into session.

DISCUSSION / ACTION – CERTIFY ALL CORRECTIONS OF ERROR UNDER STATE LAW (SEC. 70.43, WIS. STATS.)

MOVED by Ald. Phair **SECONDED** by Ald. Martin to **CERTIFY** the 2022 Assessment Roll as presented with no changes. 5 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

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DISCUSSION / ACTION – VERIFY WITH THE ASSESSOR THAT ALL OPEN BOOK CHANGES ARE INCLUDED IN THE ASSESSMENT ROLL

There are no changes; the Assessment Roll is approved as presented.

REVIEW / ACTION OF INTENT TO FILE OBJECTIONS, IF ANY, AND IF PROPER NOTICE / WAIVERS GIVEN UNLESS SCHEDULED FOR ANOTHER DATE

None.

CONSIDER / ACT ON SCHEDULING ADDITIONAL BOARD OF REVIEW DATES, IF NECESSARY

None.

ADJOURN AFTER ALL STATUTORY REQUIREMENTS ARE MET

MOVED by Sandy Stiebs **SECONDED** by Ald. Phair to **ADJOURN** the May 31, 2022 Annual Board of Review Meeting. 5 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

Meeting adjourned at 12:02 P.M.

Mayor Brian Smith
Chairperson Board of Review

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